



ওয়েস্ট জোন পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড (ওজোপাডিকো)
WEST ZONE POWER DISTRIBUTION COMPANY LIMITED (WZPDCL)
(An Enterprise of Bangladesh Power Development Board)

Employee Service Rules-2016


(Approved by the 150th Board Meeting)

Biddyut Bhaban, 35-Boyra Main Road, Khulna-9000.

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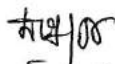


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 উপ-মহানির্বাহক কোম্পানীসেচিব চেয়ারম্যান
 (এইচআর এন্ড এডমিন) জি.জি.আই.সি.ও. জি.জি.আই.সি.ও. লিঃ
 ওয়েস্টবংকোলা, খুলনা।

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Chapter-I

1. Preliminary

1.1 Short Title and Application

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

1.2 Definitions

- (a) **"Appointing Authority"** means the authority empowered to make appointments i.e., the 'Board of Directors' in relation to 'Managing Director, Directors & Company Secretary' and 'Appointment Committee Approved by the Board' 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)
 - i) **"Technical"** means a functional area of a **technical services** sanctioned by the Competent Authority.
 - ii) **"Non Technical"** means a functional area of a **non technical services** sanctioned by the Competent Authority.
- (g) **"Company"** means **West Zone Power Distribution Company Limited (WZPDCL), Khulna.**
- (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 to be the controlling officer for the purpose of administrative, financial and technical matters including traveling allowance and medical facilities of a particular employee or class of employees by the Board of Directors.

- (k) **"Day"** means a calendar day beginning and ending at midnight but an absence from headquarters, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (l) **"Dearness Allowance"** means the allowances made for the employees for compensating higher cost of living.
- (m) **"Deputation"** means duty of an employee outside the company but within the country with lien in the substantive post
- (n) **"Duty"** includes-
- Service as a probationer and an apprentice provided such service is followed by an appointment on a permanent post;
 - Joining time;
 - 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
 - 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.
- (o) **"Emolument"** means and includes-
- Pay;
 - Special pay, personal pay, technical pay, officiating pay and additional pay;
 - Compensatory allowances other than traveling and medical allowances;
 - Leave salary/ Leave encashment;
 - Any other payments and fees, if any, in the shape of fixed monthly addition to pay;
 - Subsistence allowance; and
 - Dearness allowance.
- (p) **"Employee"** means an officer/staff employed in the approved post of the company.
- (q) **"Expensive place"** means the city areas declared by the government and any other places declared from time to time.
- (r) **"Family"** means wife (s) or husband and legitimate children and parents dependent on the employee.
- (s) **"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.
- (t) **"Headquarters"** means such place as the Head of office may prescribe and in the absence of any order to the contrary, means the place where the office or the place of duty of an employee is located.
- (u) **"Holiday"** means a day declared as such by order of the Government/ Board of Directors of the company.
- (v) **"Honarium"** means a recurring or non-recurring payment made to any employee by the company as remuneration for special work of an occasional character.

- (w) **"Hospital"** means any hospital/clinic at home and abroad for the pre approved hospital/ clinics in the treatment of the employees of the company and their authority.
- (x) **Incentive** means any compensation scheme or plan made by the company to motivate the individual/the group for their improved performance.
- (y) **"Joining time"** means the time allowed to a person to enable him/her to join a new post on transfer and promotion.
- (z) **"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.
- (aa) **"Month"** means a calendar month.
- (bb) **"Officer"** means the employee holding the post of the Sub-Assistant Engineer (SAE)/Junior Assistant Manager, Accountant or equivalent post up to the post of Managing Director.
- (cc) **"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 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.
- (dd) **"Pay"** means the basic pay which has been sanctioned for a post held by an employee or in an officiating capacity or to which he/she is entitled to by reason of his/her position in a cadre and includes special pay, personal pay and additional pay, if any, admissible under general or special order.
- (ee) **"Personal pay"** means an additional pay granted to an employee to save him/her from loss of pay in respect of a permanent post held by him/her due to a revision of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstances, on other personal considerations;
- (ff) **Selection Committee:** means a committee form by the board and will be responsible for selection of employee for first appoint.
- (gg) **"Special pay"** means an addition in the nature of pay to the emolument of an employee granted in consideration of –
- The specially arduous nature of the duties ;or
 - A specific addition to the work or responsibility; or
 - The unhealthiness of the locality in which the work is performed
- (hh) **"Staff"** means an employee including an apprentice who is employed in the company in any position below the level of Junior Assistant Manager (JAM) or equivalent.
- (ii) **"Subsistence Allowance"** means a monthly allowance made to an employee during the period he/she is under suspension;

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- (jj) "Transfer" means the movement of an employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his/her headquarters;
- (kk) "Traveling" means any travel undertaken / made for carrying out the activities of the company or for its interest.
- (ll) "Year" means a financial year for the purpose of accounts and finance and a calendar year for other purposes.

CHAPTER – II

2. POSTS

2.1 Creation of Posts

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

2.2 Categories and Classification of Posts

The post shall be of the following categories, namely-

- A Permanent post shall be a regular 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.
- 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.
- 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 cadres with permanent posts having similar qualification requirements and job description. Seniority among employees appointed to posts in such cadres shall thereafter be regulated as per prescribed rules.

2.3 Filling up a Permanent Post

Appointment to all permanent posts shall be made

- by promotion

Criteria/ guidelines of promotion for management and staff position shall be as per the schedule of recruitment and promotion; or

- by direct recruitment with provision lateral entry to all categories of posts, if necessary.

2.4 Probation

Persons selected for appointment by direct recruitment in entry level to a permanent post shall be appointed on probation for a period of 1(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 permanent 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 shall be

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

3.1.3 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 such as Electrical Engineering, Mechanical Engineering, Accounting Service and Human Resources Management etc.
- d. Recruitment shall be carried out most efficiently and effectively.
- e. Emphasis shall be given to the development of team work in the company. Therefore, care shall be taken to recruit an employee having appropriate qualities and aptitude.
- f. The criteria for screening shall be to determine technical ability and behavioral trait of the individual. The basic policy of recruitment shall be to recruit with total corporate performance in mind.
- g. No discrimination shall be made in respect of sex, caste, creed; locality etc. while implementing the recruitment policy.
- h. The primary objective of recruitment shall be to provide the company with human resource having high morale and discipline, sound mental and physical health and the requisite qualification.

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 at least in the three reputed and well circulated in the national dailies (at least two), company website, e-mail notification etc.
- (b) Such advertisement shall contain all relevant information about the post including:
 - designation
 - pay grade
 - educational qualification
 - age
 - experience
 - nationality
 - marital status
 - service conditions
 - last date for receiving applications
 - two recent passport size photographs
- (c) Applications shall be received only at the Headquarters directly or through post or courier services, e-mail or online.
- (d) All applications received shall be given a scroll number and be immediately acknowledged.

3.2.2 Screening

- a. The main purpose of the screening process shall be to identify the most suitable candidate for the company. This screening shall be carried out at the following stages for all categories of employees of the company.
 - (i) screening of eligible applications
 - (ii) screening through written test
 - (iii) screening through viva voce and interview
 - (iv) medical check up
 - (v) 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. Only the concerned committee authorized or the officer shall make screening of applications.
- d. Written test shall be considered as an important screening device for all positions. Where number of applications received for any position except entry positions is so less that effective screening through viva-voce is possible, written test may not be considered for selection purpose. Only the acceptable applicants shall be allowed to sit for a written test. The marks distribution should be as follows:

(i)	Analytical ability	20 points
(ii)	Relevant Subject matter	40 points
(iii)	General knowledge	20 points

(iv) Bengali, English & Power Sector

20 points

Total

100 points

- e. At best 6 applicants securing highest points in order of merit against each position shall be called for the viva-voce. However, any applicant securing less than 50% in the written test shall not be invited for the viva-voce.
- f. 5-7 members viva board for recruitment of officers from the position of Sub-Assistant Engineer(SAE)/Junior Assistant Manager to the Chief Engineer/General Manager shall be constituted by the company board where at least one member from Power Division and one outside specialist should be include viva board will distribute marks for the assessment of candidate(s). Board may follow out sourcing for conducting written test.
- g. Candidates securing less than 60 points/marks (i.e.) in viva voce shall be rejected.
- h. A list of successful candidates shall be prepared by adding the scores secured in the written test and viva voce.
- i. In case of recruitment of staff (not officers), 4-5 members viva voce board may be constituted by the Company Board taking at least one member from the Power Division. The viva board will distribute marks for the selected candidate.
- j. Candidates securing less than 60% marks in viva-voce shall not be considered eligible for selection.
- k. Successful candidates shall be requested to report to the Medical Officer of the company/registered doctor on a particular date and time for medical check-up.
- l. Candidates declared fit by the medical officer shall be issued appointment letters in order of merit to join the company on a particular date on Contractual basis. Appointment regularization in the entry post shall be subject to following terms and conditions
- Satisfactory Police Verification Report
 - Satisfactory Performance Report (Minimum 70% marks)
 - Satisfactory Performance Evaluation Report in Departmental Foundation Training Course (Minimum 60% marks)
 - Valid quota Certificate Verification Report. If any (if applicable).
 - This appointment/contract shall be reviewed at the end of each contract. Service may be extended on the basis of result and performance.
- m. Every employee shall, before joining service sign declaration of fidelity and secrecy in the prescribed form.
- n. For the entry post shall be subject to police verification. If the police verification is not favorable, the employment of the concerned employee shall be stand canceled.


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 at 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.

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- 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 CE/ 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 against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- 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 merit cum seniority.
- g. All company should prepare seniority list which will be approved by the competent authority. Cadre wise seniority list of all employees shall be kept by the company. The promotion of employees should be considered only on cadre basis.

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 be approved the Interview board for promotion.

Chapter – IV

4. 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 technical nature of the company and employee motivation, career path needs to be established.
- e. In case of promotion and direct appointment (applying through proper channel) of an employee of the company to the higher post, his/her previous length of service shall be



- counted as continuous service for calculating the leave, provident fund,
- An employee up to the post of Chief Engineer/General Manager shall get maximum of five years of contract on successful completion of probationary period (inclusive of probationary period).
 - At the end of each five-year's contract of an employee it may be renewed by the appointing authority subject to satisfactory performance.

4.2 Deputation for foreign training/ visits

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

4.3 Transfer

An employee may be transferred from one post to another or from one jurisdiction to another jurisdiction of the Company. The transfer activities will be done following the approved "Transfer Policy".

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 post, as fixed from time.

4.7 Initial Pay

- The initial pay of an employee on first appointment shall be the grade of pay of the new post to which he is appointed
- 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 basic pay including personal pay of the old post

Provided that if an employee has previously worked in the same post, or a contractual post on the same grade of pay, the initial pay shall not be less than the basic pay

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which he/she drew on the last month, and he shall count for an increment for the period during which he/she drew that pay on last month of before.

4.8 Annual Increment/Pay Raise

- a. Annual increment/ Pay raise shall be based on the rating of the performance appraisal.
- b. The conditions under which the service count for an increment to the grade of Pay of the post held by an employee are as follows:
 - i. duty in the post;
 - ii. service in another post, whether in substantive or officiating capacity or on deputation;
 - iii. leave other than an extraordinary leave;
 - iv. If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post shall count for increment in the lower post; and
 - v. 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 or is paid from contingency and the duty rendered in any such post shall be allowed to count towards an increment.
- c. An employee may, in the case of first appointment in recognition of special qualification or experience, and in other cases, in recognition of outstanding performance or merit, be granted one or more advance increments in a grade of pay, by the competent authority.
- d. No additional allowance shall be allowed for holding the charge of a superior post which has never been filled up through an appointment.
- e. For holding additional charge of another post, the employee shall draw the pay of his/her own post plus an additional approved by the board.

4.9 Joining time

Joining time may be granted to an employee:

to join a new post to which he/she is appointed on transfer or on promotion while on duty in his/her old post; or

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 joining time, shall not be entitled to any pay or leave salary on the expiry of joining time.

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4.11 Period of joining time

- (a) The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another is one day only, a holiday counting as a day for this purpose, provided if there be more than one holiday, he/she should join immediately after the holiday.
- (b) In the case of transfer involving a change of residence from one station to another, a period of seven days shall be allowed for shifting.
- (c) Travel by road not exceeding 5 miles to or from a railway or steamer station at the beginning of the journey shall not count for joining time.
- (d) The Appointing authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.

4.12 Leave in transit

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

4.13 Liveries

Employees shall be provided with (02) two sets of uniforms/ dresses every year free of cost by the company. Under the provision, an officer shall be entitled to two sets of shirts and pants, a pair of shoes and a tie every year. A security guard shall be entitled to two sets of pants and shirts, one belt, one cap, one pair of boots, a rain coat and a whistle in every year while a member of technical staff such as lineman, electrician, plumber, helper shall get two sets of pants and shirts, one pair of shoes/gum boots and a rain coat appropriate of his/her nature of job. The drivers, gardeners, MLSS etc, shall be provided with two sets of pants and shirts, one pair of shoes and a rain coat in a calendar year. Non-technical staff will get two sets of pant shirts, one pair of shoes in a calendar year.

4.14 Washing Facilities

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

4.15 Income Tax

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

CHAPTER-V

5. Leave

Unless otherwise stated, leave of an employee shall be governed by the provisions laid down in this chapter.

5.1 Type of leave

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

5.2 Leave Procedure

Leave account of every employee shall be maintained as per the rules and procedures of the company as laid down in this chapter.

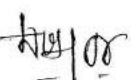
- All applications for leave shall be submitted to the competent authority in the prescribed form.
- All types of leave to be enjoyed by the employee up to the level of Executive Director shall be approved by the Managing Director or by his/her delegated officials but leaves for Managing Director, Chairman of the Board will approve the leave.

5.3 General Conditions

- 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.
- Any leave prayer may be rejected or the time and period of leave may be rearranged and granted in the interest of the company.
- An employee shall not overstay without the prior approval of the competent authority after proceeding on leave.
- If an employee fails to attend his/ her duty due to illness, the competent authority shall be informed of such illness either on the same day or on the next immediate day. If the period of absence due to illness exceeds 3(three) days, the incumbent shall provide the medical certificate for the period of absence.
- An employee may be recalled from leave to duty before the expiry of his/ her leave if the exigencies of service so warrants.
- If an employee remains absent for more than 15 (fifteen) days without any permission, it shall be treated as misconduct.
- Leave is a privilege; it cannot be claimed as a matter of right.

5.4 Earned Leave

- 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 of 6 months at a



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time. But in case of refusal of earned leave, such rule shall not apply. The refused leave shall be added to the accumulated leave but encashment of 100% refused earned leave shall be admissible under this rule. The amount of leave on full average pay that may be taken at a time shall not exceed 60 days.

- (b) **Half average pay:** Leave on half average pay shall be earned by an employee at the rate of 1/12th of the period spent on duty and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on full pay on submission of medical certificate up to a maximum period of 12 months exclusive of the encashment of the leave as mentioned in clause (a) above.
- (c) **Encashment:** The unavailed earned leave referred to clauses (a) & (b) above may be encashed at the time of retirement or at the time of separation from the service with the company but not exceeding 18 months. In every year 50% earned leave may be encashed as desired by the employee.

5.5 Casual Leave

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

5.6 Maternity Leave

- a) A female employee shall be entitled to maternity leave for a period of 6 (Six) months which is not debit to the leave account.
- b) A female employee shall 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) A female employee of the company shall be entitled to maternity benefit up to two surviving children.

5.7 Extra ordinary Leave without pay

- (a) An extra ordinary leave without pay may be granted when an employee does not have any leave to his credit but when the employee concerned applies in writing for the grant of such leave.
- (b) The period of an extra ordinary leave without pay shall not be more than 3 (three) months at a time but such period may be extended under the following conditions:
- When the employee is under medical treatment.
 - When the competent authority is satisfied that the said employee is unable to attend his/ her duties due to unavoidable circumstances.

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- iii. When the competent authority may convert the period of absence without leave into extra-ordinary leave with retrospective effect.
- iv. The complement authority of the company may approved study leave for an employee for not more than 02 (two) years without pay.

5.8 Special Disability Leave

- (a) Special disability leave may be granted by the competent authority to an employee who is disabled by an injury received in the course of employment and out of employment Provided that an employee shall be granted leave for accidental injury arising out of and in the course of employment for such a period as it incapacitates him/her to attend the duty subject to the submission medical certificate.
- (b) Special disability leave shall not be granted unless disability is manifested itself within three months of the occurrence to which it is attributable and the person disabled acts with due promptitude in bringing it to the notice of the competent authority.
- (c) The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be 12 months but extraordinary up to 24 months.
- (d) Special disability leave may be combined with leave of any other kinds.
- (e) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but more than 24 months of such leave shall be granted in consequence of any one disability.
- (f) Special disability leave shall be treated as on duty and shall not be debited against the leave account.
- (g) An employee shall be entitled to full average pay as Leave salary during special disability period.

5.9 Ex-Bangladesh Leave

An employee may be allowed Ex-Bangladesh leave for purposes of pilgrimage, treatment, meeting or visiting close family members, study, outside Bangladesh. In such cases, the maximum leave allowed shall not exceed 60 (sixty) days in a calendar year and shall be debited from earned leave or shall be counted as extra-ordinary leave without pay. This leave up to Executive Directors shall be granted by the Managing Director and for the Managing Director by the Chairman of the Board.

5.10 Quarantine Leave

Quarantine Leave is the leave of absence from duty necessitated by the order not to attend the office in consequence of the occurrence of the infectious 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 or a public health officer for a period not exceeding 21 days or, in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of admissible under this rule. An employee on quarantine leave shall treat as on duty during the leave.

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5.11 Medical Leave

- a) Medical leave may be granted by the competent authority to an employee on acceptable medical ground. The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be maximum 3 months.
- b) Medical leave may be combined with leave of any other kinds.
- c) Medical leave shall be treated as on duty and shall not be debited against the leave account.
- d) An employee shall be entitled to full average pay as Leave salary during special disability period.

CHAPTER – VI

6. 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 Festival Allowances & 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 the achievement of KPI or net profit. The government shall set and evaluate the KPI target and accordingly will approve the incentive bonus for the company.
- (c) Every employee shall entitle to get 20% of his basic pay as a Bangla New Year allowance in a year.

6.3 Overtime Allowance

Overtime shall be discouraged in principle. However, where manpower is less than the setup and/or in the event of emergency, overtime allowance may be allowed only to technical staffs working in Shift duty & Vehicle drivers on the basis of actual work performed by them which shall not exceed eight hours in a week or thirty two hours in a month.

Technical staffs working in repairing of transformers in Zonal Repairing Shop shall also

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get overtime allowance which shall not exceed eight hours in a week or thirty two hours in a month when required to work beyond the normal working hours.

6.4 Shift Duty Allowance

When an employee (both the officer and the staff) is required to work regularly on rotating shifts, he/she shall be allowed the shift duty allowance at the rate of 15% of the basic during the period of shift duty.

6.5 Charge allowance for combination of appointment

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

- (a) there shall be a formal order of the Competent Authority for holding the additional post;
- (b) no additional allowance shall be allowed for holding an inferior post;
- (c) no additional allowance shall be allowed when the period of dual charge is less than 3 weeks or more than 12 months
- (d) no additional allowance shall be allowed for holding the charge of a superior post which has never been filled up by appointment; and
- (e) For holding additional charge of another post, the employee shall draw the pay of his own post plus an additional 20% (not extending tk.5000/-) of his pay as charge allowance.

6.6 Traveling Allowance

An employee shall draw traveling and dearness allowance as per the rates and conditions fixed by the board envisaged in the relevant rules provided in the TA/DA Rules in the Company.

6.7 Medical Benefit/ Allowance

An employee shall be allowed medical benefits / allowances as per pay scale of the company.

6.8 Fringe Benefits

An employee shall be entitled to fringe benefits against such items and at such rates as per decision of the company board.

6.9 Gratuity

Gratuity shall be admissible to-

6.9.1 All regular employees who rendered at least 3(three) years continuous service in the Company and

- 6.9.1.1 Have not been dismissed, discharged or removed from service as a measure of punishment: or



- 6.9.1.2 Have not resigned, left or discontinued the service without permission of the competent authority: and
- 6.9.2 A regular employee whose service is terminated before completion of 3(three) years on the followings grounds: namely:-
- 6.9.2.1 The post to which he/she is appointed is abolished or he/she is retrenched from service for reduction of strength;
- 6.9.2.2 He/she is discharged from service due to total or partial disablement; or
- 6.9.2.3 He/she died while in service.

6.10 The Amount of Gratuity

The amount of gratuity shall be computed at the following rate:

Length of Service of retirement	Amount of Gratuity for each completed year	Remarks/Conditions
Up to 10 years	3.5 (three point five months basic)	In case of normal retirement as per retirement age or as per clause-6.9.2 the incumbent will get this benefit.
11 years to 19 years	3.0 (three) months basic (Total amount shall not less than 35 basic)	
20 Years & above	2.5 (two point five) months basic (Total amount shall not less than 57 basic)	
In the case of resignation/ release from the service : minimum 3 (three) years service	2.5 (two point five) months basic	In case of resignation/ release

Above mentioned amount of months basic pay for each completed year of service or for any part thereof minimum 180 days. The pay last drawn shall be the basis for such computation.

6.11 Nomination

- 6.11.1 Each employee shall make a nomination in prescribed Form (Appendix-1) conferring one or more persons the right to receive the amount of gratuity in the event of his/her death before payment of gratuity.
- 6.11.2 If an employee nominates more than one person under sub-rule 6.10, he/she shall specify in his/her nomination the share payable to each of the nominees in such a manner as to cover to whole amount of gratuity.
- 6.11.3 An employee may, at any time, cancel a nomination by notice in writing, and in doing so; he/she shall, along with such notice, send a fresh nomination made in accordance with the provisions of sub-rules 6.10.

6.12 Payment in the Event of Death

In the event of death of an employee before the payment of gratuity, it shall be paid to his/her nominee or nominees in the manner specified by him/her in his/her nomination, and, in the absence of any nomination, to his/her legal heir or heirs.

6.13 Procedure for Payment

The payment gratuity shall be made by the Drawing and Disbursing officer concerned after the same has been sanctioned by the controlling officer and the bill has been pre audited by the Accounts Division. 80% of the gratuity money may, however, be paid by the controlling officer to an employee at the time of proceedings just after retirement.

6.14 CPF

An employee shall be allowed CPF benefits as per CPF Rule of WZPDCL.

CHAPTER – VII

7. 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 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.

No employee or member of his family shall-

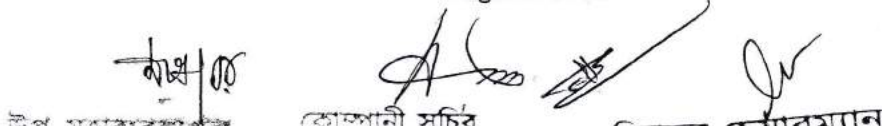
- i. Accept any gift or concession from any employee or person having or likely to have dealing with the company; and
- ii. Lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person or firm having or likely to have dealings with the company.

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 dependants 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
 - iii. He/she is engaged reasonable suspected of being engaged in subversive activities, or who is reasonably suspected of being associated with other engaged in subversive activities, and whose retention in service is, therefore, considered prejudicial to national security.


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The authority may impose on him one or more penalties specified in clause 7.4 of this chapter.

7.4 Penalties

- a. There shall be the following penalties, namely: -
 - i. Censure;
 - 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
- a. 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 headquarters 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) or (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 two or 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

- (a) When an employee is convicted by a court of law on charge of a criminal offence, the competent authority may dismiss or remove him/her from the service of the company, or impose any other penalty upon him without following the inquiry procedure or may not impose any penalty, if the Appointing authority decides that the offence for which he/she is convicted is not liable to disciplinary action under these rules.
- (b) Any penalty imposed upon an employee shall take effect from the date of communication of the order of imposition of the penalty to the employee and not from the date of his/her conviction or suspension.

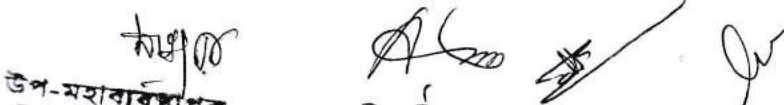
7.9 Summary proceedings

- (a) An employee found guilty of-
- Habitual late attendance;
 - Leaving place of duty without permission;
 - Willful misrepresentation or suppression of fact;
 - Misbehavior with other employees or members of the public; or
 - Unnecessary delay in disposal of files and records;
 - 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 *suomoto* or on receipt of representation from the employee concerned.
- (b) Every appeal shall comply with the following requirements, namely;-
- It shall contain all material statements and grounds relied upon and shall be complete in all respects;
 - It shall specify the relief desired;

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- 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. It deals with matters, which are not relevant to the case;
 - ii. 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
 - iii. 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 complies, 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:

- (hh) 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
- (ii) If otherwise, such leave with full pay or with half-pay or without pay as the punishing or appellate authority may prescribe.

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

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. Service Record:

- (1) A record of service of each employee shall be maintained separately in the form prescribed by the company and the company shall preserve the specific service record.
- (2) An employee shall be allowed to go through his/her service record once in a year in presence of an authorized officer and he/she shall sign with date in that service record stating that matters endorsed in the service record is true and complete.
- (3) If an employee finds any omission or error in the service record, he/she shall communicate the matter in writing for correction to the officer having the authority within 15 (fifteen) days.

CHAPTER-IX

9. Retirement, Termination and Resignation

9.1 Retirement

- (a) Normal retirement is mandatory upon the employee's at the age of 60 years except Executive Director and above. The Executive Director and Managing Director shall retire from service on his 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 shall not be entitled to any retirement benefits, except his own 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

- (a) Unless otherwise provided in the terms of employment or of any bond executed by an employee, a permanent 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.
- (b) A temporary employee may resign from the Company after giving one month's notice in writing or refunding one month's pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the Company, if any.
- (c) A probationer shall be allowed to resign giving one month any notice or one month pay for resignation.

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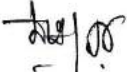
 



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9.3 Termination

- (a) The competent authority may terminate the service of an employee by giving 3 (three) months' notice in case of permanent employees and 1 (one) month's notice in case of temporary employees or by paying an amount equivalent to 3 (three) months' or 1 (one) month's basic pay as the case may be without assigning any reason whatsoever.
- (b) The competent authority may terminate the service of a permanent staff/worker as per labour law by giving 4 (four) months' notice and 1 (one) month's notice in case of temporary staff/worker by paying an amount equivalent to 4 (four) months' or 1 (one) month's wages/salary as the case may be without assigning any reason whatsoever.
- (c) The appointing authority may terminate the services of a probationer at any time without giving any such notice in writing.



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(এইচআর এন্ড এডমিন)
ভজোপাডিকো লিঃ, খুলনা।



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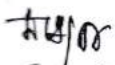



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Schedule of Recruitment & Promotion-2016

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	Managing Director	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 works experience of which at least 5 years in senior management position.</p> <p>d) At least he should serve as Chief Engineer/Addl. Chief Engineer in Power Sector.</p> <p>(e) At least 5 years experience in like generation /transmission/ distribution utilities.</p> <p>(f) Must be able to demonstrate knowledge about relevant Govt. rules regulations.</p> <p>(g) Must be able to demonstrate in company law, labour law, TPM, TQM, Preventive Maintenance, Corporate Governance etc.</p> <p>(h) Must demonstrate strong participatory leadership ability.</p> <p>(i) Must possess adequate knowledge in corporate Management.</p> <p>(j) Must have strong communication skill in Bengali & English (written & spoken) including working experience using computer</p> <p>(k) Must have the ability to bring about change in organizational culture.</p>	

উপ-মহাসচিব (এইচআর এন্ড এডমিন) কোম্পানী সচিব বঙ্গদেশ বিদ্যুৎ উন্নয়ন কর্তৃক
 (এইচআর এন্ড এডমিন) ওজোপাডিকো লিমিটেড কোম্পানী সচিব
 ওজোপাডিকো লিমিটেড কোম্পানী সচিব

চেয়ারম্যান
 ওজোপাডিকো লিমিটেড

গঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
2	Executive Director (Engineering/ Operation & Maintenance /Procurement	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 3 years experience in senior Managerial position in the relevant field (as Superintending Engineer or above).</p> <p>(d)At least 20 (Twenty) years of work in the relevant field of which 5 years in Distribution utilities.</p> <p>(e) Must demonstrate experience in operation & 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 in company law, labour law, TPM, TQM, Preventive Maintenance, Corporate Governance.</p> <p>(h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.</p>	

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বাহার্যবস্থাপক কোম্পানী সচিব বঙ্গদেশ বিদ্যুৎ কর্তৃক
 এডমিন (জেনারেল ম্যানেজার) কোম্পানী সচিব বঙ্গদেশ বিদ্যুৎ
 ডকোমেন্ট, খুলনা।

চেয়ারম্যান

কোম্পানী সচিব

গঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
3	Executive Director (Finance & Accounts)	Maximum 60	Direct Recruitment	<p>(a) At least Master Degree in Commerce/ Finance/ Accounting/ MBA from any recognized University. CA/CMA will get preference.</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 years experience in senior Managerial position in the relevant field (As DGM, Accounts/Finance or equivalent).</p> <p>(d) At least 20 years of work experience in the relevant field of which 5 years in generation/ transmission/ distribution utilities.</p> <p>(e) Must demonstrate knowledge in Govt. financial rules & regulations, PPA, PPR, etc.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate in company law, labour law, TPM, TQM, Preventive Maintenance, and Corporate Governance.</p> <p>(h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.</p>	

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গঠিত ও নিশ্চিত

স্বাক্ষর করেছেন: চেয়ারম্যান
নাম: *[Signature]*
পদ: চেয়ারম্যান

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
4	Executive Director (P & D)	Maximum 60	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 3 years experience in senior Managerial position in the relevant field (As superintending Engineer).</p> <p>(d) At least 20 years works experience of which at least 5 years experience in planning or project management/ relevant field of generation/ transmission/ distribution utilities.</p> <p>(e) Must demonstrate skill in preparation of DPP, PPP Projects.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance, Corporate Governance.</p> <p>(h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.</p>	









 সচিব
 ব্যবস্থাপনা পরিচালক
 ওজোপাডিকো লিঃ



 চেয়ারম্যান
 ওজোপাডিকো লিঃ

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
5	Executive Director (HR & Admn)	Maximum 60 Years	Direct Recruitment	<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 years in experience in managerial position in the relevant field (As DGM/SE).</p> <p>d) At least 20 years work experience in the relevant field of which 5 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 & English (written & oral) including working experience using computer.</p>	

বোর্ডের সচিব
 (এডমিন) জোপাডকো লিঃ
 কং, খুলনা।

প্রতিষ্ঠান পরিচালক
 জোপাডকো লিঃ
 চেয়ারম্যান
 জোপাডকো লিঃ

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
5	Executive Director (HR & Admn)	Maximum 60 Years	Direct Recruitment	<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 years in experience in managerial position in the relevant field (As DGM/SE).</p> <p>d) At least 20 years work experience in the relevant field of which 5 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 & English (written & oral) including working experience using computer.</p>	

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পঠিত ও নিশ্চিত

ব্যবস্থাপক কোম্পানী সচিব
এড এডসিঃ ওজোপাডিকো লিঃ
বরেন্দ্রাপনা পরিচালক
ওজোপাডিকো লিঃ
চেয়ারম্যান
ওজোপাডিকো লিঃ
বুলনা।

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
6	(A)Chief Engineer (Engg./ Tech./ P&D/ O&M)	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 2 (Two) years experience in senior position (as Superintending Engineer or equivalent) in the relevant field.</p> <p>(d)At least 15 years work experience in the relevant field of which 4 years in generation/transmission/distribution utilities.</p> <p>(e)Must demonstrate experience in operation & 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 English (written & oral) including computer literacy.</p>	<p>a) At least 20 (Twenty) years of work experience</p> <p>b) At least 2 Year Satisfactory Service as Superintending Engineer</p>

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গঠিত ও নিশ্চিত

প-মহাব্যবস্থাপক কোম্পানী সচিব ব্যবস্থাপনা পরিচালক
 চেয়ারম্যান
 ওজোপাডিকো লিঃ
 ওজোপাডিকো লিঃ
 ওজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
7	(A)Superintending Engineer (Engg/Senior System Analyst)Elect./Mechanical	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 (as Executive Engineer or equivalent) in the relevant fields.</p> <p>(d)At least 12 years work experience in the relevant field of which 3 years in generation/ transmission/distribution utilities.</p> <p>(e)Must demonstrate experience in operation & 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 English (written & oral) including computer literacy.</p>	<ul style="list-style-type: none"> • At least total 12 years service and 3 years as Executive Engineer • Satisfactory service records • Sound health conditions

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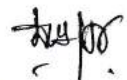

কোম্পানী সচিব



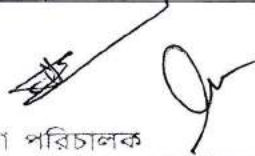
পঠিত ও নিশ্চিত

ওজোপাডিকোবলিঙ্কাপনা পরিচালক
ওজোপাডিকো লিঃ চেয়ারম্যান
ওজোপাডিকো লিঃ

Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1) Executive Engineer (Engg./Elec/Mech/Civil/ System Analyst (A.2) Executive Engineer (Environment)	Maximum 40 years	By direct recruitment or by promotion	a.1) At least graduate in Electrical/ Mechanical/ Civil/ Chemical Engineering from any recognized university. a.2) At least graduate in Environmental Science or Environmental 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) At least 7 years work experience in the relevant field of which 3 years in generation/ transmission/ distribution utilities (as SDE or equivalent). (d) Must demonstrate experience in operation & maintenance of power system and experience in public procurement, etc. (e) Must demonstrate strong participatory leadership ability. (f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. (g) Must have strong communication skill in English (written & oral) including computer literacy.	<ul style="list-style-type: none"> Total 8 years experience with 4 years as Sub-Divisional Engineer Satisfactory service records Sound health conditions For the post of Executive Engineer (Environment), candidate should be graduate in Environmental Science or Environmental Engineering





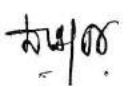

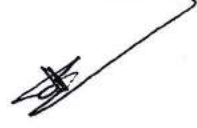



পঠিত ও নিশ্চিত

কোম্পানী সচিব
ওজোপাড়িকো লিঃ

কোম্পানী সচিব
ওজোপাড়িকো লিঃ
স্বাস্থ্যপনা পরিচালক
ওজোপাড়িকো লিঃ
চেয়ারম্যান
ওজোপাড়িকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
9	(A.1) Sub-Divisional Engineer (Engg.) (A.2) Sub-Divisional Engineer (Environment)	Maximum 35 Years	By direct recruitment or by promotion	(a.1) At least graduate in Electrical/ Mechanical/Civil/ Chemical Engineering from any recognized university. (a.2) At least graduate in Environmental Science or Environmental 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) At least 4 years work experience in the relevant field (as AE or equivalent). (d) Must demonstrate experience in operation & maintenance of power system and experience in public procurement, etc. (e) Must demonstrate strong participatory leadership ability. (f) Must have strong communication skill in English (written & oral) including computer literacy.	<ul style="list-style-type: none"> • At least 4 years as an Assistant Engineer in the relevant field. • Must successfully complete a training program on relevant field • Satisfactory service records • Sound health conditions

উপ-মহাব্যবস্থাপক কোম্পানী সচিব
 (ইঞ্জিনিয়ারিং এন্ড এডমিনিস্ট্রেশন) ওজোপাডিকো লিঃ
 ওজোপাডিকো লিঃ, খুলনা।

ব্যবস্থাপনা পরিচালক
 ওজোপাডিকো লিঃ
 ওজোপাডিকো লিঃ, চেরাম্যান
 ওজোপাডিকো লিঃ

খতি ও নিশিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
10	(A) Asstt. Engineer (B) Asstt. Engineer (Environment) (C) Assistant Architect	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a.1) At least graduate in Electrical/CSE/ Mechanical/ Civil/Architecture /Chemical Engineering from any recognized university. (a.2) At least graduate in Environmental Science or Environmental 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.	<ul style="list-style-type: none"> At least 5 years as a Sub. Assistant Engineer. Must be successfully complete a residential course on "Basic Management". Not more than 33% to be filled by promotion Satisfactory service records Sound health conditions

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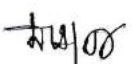


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উপ-মহাব্যবস্থাপক কোম্পানী সচিব
 (এইচসস) এর এডভিসি
 ওজোপাডিকোলিঃ, তুলনা।

ওজোপাডিকো লিঃ
 চেয়ারম্যান
 ওজোপাডিকো লিঃ

পঠিত ও নিশ্চিত

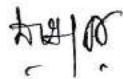



Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
11	(A)Sub- Asstt. Engineer (Engg) (B). Sub Asstt. Engineer (Environment)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment	(a. At least Diploma in Electrical/Mechanical/ Power/Industrial/Civil/Computer Engineering from any recognized educational institution. (b At least Diploma in Environmental Science or Environmental Engineering from any recognized educational institution. (c) 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. (d)Must demonstrate strong participatory leadership ability. (e) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.	

 উপ.সহকারী/সহকারী কোম্পানী সার্চিব
 (এইসস) এর অধীনে ওজোপাড়িকো লিঃ
 ওজোপাড়িকো লিঃ
 কোম্পানী সার্চিব
 ওজোপাড়িকো লিঃ
 চেয়ারম্যান
 ওজোপাড়িকো লিঃ

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
12.	(A) General Manager (HR/ Admin)	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 as DGM (HR/Admin) or above in the relevant field.</p> <p>(d) At least 15 years work experience in the relevant field of which 4 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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> • At least 20 years of work experience as a class 1 officer • At least 3 year as a Deputy General Manager (HR/Admin) • Satisfactory service records • Sound health conditions

 উপ-মহাব্যবস্থাপক কোম্পানী সচিব
 (এইচআর এন্ড এডমিনিস্ট্রেশন) জোপাডিকো বঙ্গবন্ধু পুনা পরিচালক চেয়ারম্যান
 ওজোপাডিকোলিঃ, খুলনা। ওজোপাডিকো লিঃ ওজোপাডিকো লিঃ

পঠিত ও নিশ্চিত

Sl No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
13.	(A) General Manager (Finance/Accounts)	Maximum 57 Years	By direct recruitment or by promotion	<p>(a) At least Master Degree in Commerce/Finance/ Accounting/ MBA from any recognized university. CA/CMA will get preference.</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 (as DGM Finance / Accounts or equivalent) in the relevant field.</p> <p>(d) At least 15 years work experience in the relevant field of which 4 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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> • At least 20 years of work experience as a class 1 officer • At least 3 years as a Deputy General Manager (Finance/ Accounts) • Satisfactory service records • Sound health conditions

স্বাক্ষর

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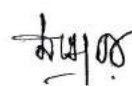



স্বাক্ষর

স্বাক্ষর

মহাপরিচালক কোম্পানী সচিব
 বাবুশ্রাশনা পরিচালক চেয়ারম্যান
 জোপাডিকো লিঃ জোপাডিকো লিঃ জোপাডিকো লিঃ

পঠিত ও নিশ্চিত

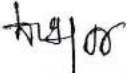

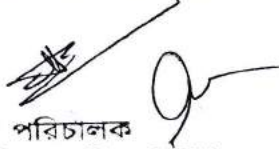
Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
14	Company Secretary (equivalent to DGM)	Maximum 57 Years	By direct recruitment or by promotion/	<p>(a) At least graduate in Law, Management, MBA or any other relevant subject from any recognized university. CMA/CA will get preference.</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 as Manager or equivalent in the relevant field.</p> <p>(d) At least 15 years work experience in the relevant field of which 4 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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> At least 5 years as a Manager/ Deputy Secretary/ equivalent Satisfactory service records Sound health conditions Must have Law/ Management/ MBA degree

উপ-মহাব্যবস্থাপক (এইচআর এন্ড এডমিন) কোম্পানী সচিব
 ওজোপাডিকো লিঃ, খুলনা। ওজোপাডিকো লিঃ
 ব্যবস্থাপনা পরিচালক চেয়ারম্যান
 ওজোপাডিকো লিঃ ওজোপাডিকো লিঃ

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
15	(A)Deputy General Manager (HR/ Admin)	Maximum 50 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 as Manager or equivalent in the relevant fields.</p> <p>(d)At least 12 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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> • At least 4 years as Manager (HR/ Admin) • Satisfactory service records • Sound health conditions

 উপ-মহাপরিচালক কোম্পানী সচিব
 (এইজেন্ট এন্ড এডমিনিস্ট্রেশন) ওজোপাড়িকো
 বাবিস্থাপনা পরিচালক
 ওজোপাড়িকো লিঃ চেয়ারম্যান
 ওজোপাড়িকো লিঃ

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
16	(A)Deputy General Manager (Finance/Accounts/ Audit)	Maximum 50 Years	By direct recruitment or by promotion	<p>(a)At least Master Degree in Commerce/ Finance/ Accounting /MBA from any recognized university. CA/CMA will get preference.</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 as Manager (Finance/ Accounts/ Audit) in the relevant fields.</p> <p>(d)At least 12 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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> • At least 4 years as Manager (Finance/Accounts) • Satisfactory service records • Sound health conditions

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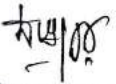
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পঠিত ও নিশ্চিত

উপস্থাপিত কোম্পানী সচিব স্বাপনা পরিচালক
চেয়ারম্যান
ওজোপাডিকো লিঃ
ওজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
17	(A)Deputy General Manager/SE(ICT/MIS)	Maximum 50 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 3(three) years experience in senior position (as System Analyst/Manager/XEN or equivalent) in the relevant fields.</p> <p>(d)At least 12 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 Bengali & English (written & oral).</p>	<ul style="list-style-type: none"> At least 4 years as Manager (ICT/ MIS) Satisfactory service records Sound health conditions Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject









পঠিত ও নিশ্চিত

মহাব্যবস্থাপক কোম্পানী সচিব
এস এডমিনিস্ট্রেশন ও জোপাডিকো লিঃ
বুলনা।

পরিচালক চেয়ারম্যান
ও জোপাডিকো লিঃ
ও জোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
18	(A) Manager / Deputy Director (HR/ Admin/Stores/Audit)	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 years work experience in the relevant field of which 3 years in generation/transmission/distribution utilities (as Deputy Manager or equivalent).</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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> Total 8 years experience with 3 years as Deputy Manager (HR/ Admin/Stores) respectively Satisfactory service records Sound health conditions

১৫/০৪







পঠিত ও নিশ্চিত

উপ-সহকারী ম্যানেজিং কম্পানী সচিব
 ওজোপাডিকো লিঃ
 চেয়ারম্যান
 ওজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
19	(A)Manager/ Deputy Director (Security)	Maximum 45 years	By direct recruitment or by promotion	<p>(a)At least graduate degree in any discipline 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 years work experience in the relevant field of which 4 years as Deputy Manager or Equivalent.</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 & oral) including computer literacy.</p> <p>(g)Preference will be given to experienced defense/paramilitary/law & enforcement personnel.</p>	<ul style="list-style-type: none"> • Total 8 years experience with 4 years as Deputy Manager (Security) • Satisfactory service records • Sound health conditions

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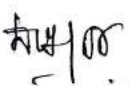



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পঠিত ও নিশ্চিত

উপ-সহকারী/উপ-সচিব কোম্পানী সচিব
 চেয়ারম্যান
 গুজোপাডিকো লিঃ
 গুজোপাডিকো লিঃ
 গুজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
20	(A) Manager/ Deputy Director (Finance/Accounts)	Maximum 40 years	By direct recruitment or by promotion	<p>(a) At least Master Degree in Commerce/Finance/Accounting/MBA from any recognized university. CA/CMA will get preference.</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 years work experience in the relevant field of which 3 years in generation/transmission/distribution utilities as Deputy Manager or Equivalent.</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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> Total 8 years experience with 4 years as Deputy Manager (Finance/Accounts) Satisfactory service records Sound health conditions

উপসহকারী/সহকারী কোম্পানী সচিব
 (এইচএসএস এন্ড এডমিন) জোপাডিকো লিঃ
 চেয়ারম্যান
 ও জোপাডিকো লিঃ
 জোপাডিকো লিঃ

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
21	(A)Manager/ XEN (ICT/ MIS)	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 years work experience in the relevant field of which 4 years in generation/transmission/ distribution utilities as Deputy Manager or Equivalent.</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 & English (written & oral).</p>	<ul style="list-style-type: none"> Total 8 years experience with 4 years as Deputy Manager (ICT/ MIS) Satisfactory service records Sound health conditions Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject

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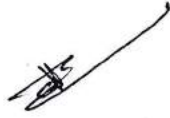
গঠিত ও নিশ্চিত

মহাপরিচালক কোম্পানী বিদ্যুৎ সরবরাহ ও বিতরণ, পূর্ববঙ্গ বিদ্যুৎ উন্নয়ন কর্তৃপক্ষ
 এডমিনিস্ট্রেটিভ জোপাডিক্টেট, লিঙ্গাডিকো লিঃ
 : স্থলনা।

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
22	(A)Senior Medical Officer	Maximum 40 years	By direct recruitment or by promotion	<p>(a)MBBS or equivalent degree from any recognized university, plus 1 year internship 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 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 & oral) including computer literacy.</p>	<ul style="list-style-type: none"> Total 10 years experience with 4 years as Medical Officer Satisfactory service records Sound health conditions

৯/১/০০







পঠিত ও নিশ্চিত

উপ-মহাব্যবস্থাপক কোম্পানী সচিব/প্রস্থাপনা পরিচালক চেয়ারম্যান
(এইচআর এন্ড এডমিন) জোপাডিকো/ক্রিঃ প্যাডিকো বিঃ জোপাডিকো লিঃ
প্রজোপাডিকোলিঃ, বুলনা।

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
23	(A)Deputy Manager (HR/ Admin/ Stores)	Maximum 35 Years	By direct recruitment or by promotion	(a)At least Master Degree in HR/ Management or any other relevant subject from any recognized university. (b)No third Division/Class at any stage of 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)At least 5 years work experience in the relevant field as Assistant Manager (HR/Admin/Stores). (d)Must demonstrate strong participatory leadership ability. (e)Must have strong communication skill in English (written & oral) including computer literacy.	<ul style="list-style-type: none"> • At least 4 years as an Assistant Manager (HR/ Admin/Stores) • Must successfully complete a training program on relevant field • Satisfactory service records • Sound health conditions

মঞ্জুর

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গঠিত ও নিশ্চিত

মহাব্যবস্থাপক কোম্পানী সচিব
 (সহকারী এন্ড এডমিন) জোপাডিকো বরগুনা পরিচালক চেয়ারম্যান
 জোপাডিকোলিং, বুলনা। ও জোপাডিকো লিং ও জোপাডিকো লিং

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
24	(A) Deputy Manager (Security)	Maximum 40 Years	By direct recruitment or by promotion	<p>(a) At least graduate degree in any discipline 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 years work experience in the relevant field as Asst. Manager or Equivalent.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in English (written & oral) including computer literacy.</p> <p>(f) Preference will be given to experienced defense/paramilitary/ law & enforcement personnel.</p>	<ul style="list-style-type: none"> At least 4 years as an Assistant Manager (Security) Must successfully complete a training program on relevant field Satisfactory service records Sound health conditions

মঞ্জুর





উপ-মহাব্যবস্থাপক কোম্পানী সচিব
 (এইচআর এন্ড এডমিনিস্ট্রেশন) জোপাডিকো লিমিটেড
 গাজীপুর কোলাজ, খুলনা।

চেয়ারম্যান

জোপাডিকো লিমিটেড

পঠিত ও নিশ্চিত

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
25	(A)Deputy Manager (Finance/Accounts/Audit)	Maximum 35 Years	By direct recruitment or by promotion	(a)At least Master degree in Commerce/Finance/Accounting/MBA from any recognized university. (b)No third Division/Class at any stage of 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)At least 5 years work experience in the relevant field as Asst. Manager or Equivalent. (d)Must demonstrate strong participatory leadership ability. (e)Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.	<ul style="list-style-type: none"> • At least 4 years as an Assistant Manager (Finance/Accounts) • Must successfully complete a training program on relevant field • Satisfactory service records • Sound health conditions

৯/১/০৪





গঠিত ও নিশ্চিত

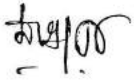
ব্যাংক
এক এডমিন
কোম্পানী

কোম্পানী সচিব

স্বাস্থ্যপনা পরিচালক চেয়ারম্যান

ওজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
26	(A)Deputy Manager (SDE) (ICT/ MIS)	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 years work experience in the relevant field as Asst. Manager or Equivalent.</p> <p>(d)Must demonstrate strong participatory leadership ability.</p> <p>(e)Must have strong communication skill in Bengali & English (written & oral).</p>	<ul style="list-style-type: none"> • At least 4 years as an Assistant Manager (ICT/ MIS) • Must successfully complete a training program on relevant field • Satisfactory service records • Sound health conditions • Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject







পঠিত ও নিশ্চিত

উপস্থাপিত
কোম্পানী সচিব
ওজোপাডিকো

কোম্পানী সচিব
ওজোপাডিকো
পরিচালক
চেয়ারম্যান
ওজোপাডিকো লিঃ
ওজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
27	(E) Medical Officer	Maximum 35 Years	i. By Promotion ii. By direct Recruitment	(a) MBBS or equivalent degree from any recognized university, plus 1 year internship along with BMDC registration. (a) 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) At least 5 years work experience in the relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.	<ul style="list-style-type: none"> At least 4 years as an Assistant Medical Officer Must successfully complete a training program on relevant field Satisfactory service records Sound health conditions

নয়াদ







পঠিত ও নিশ্চিত

মহাব্যবস্থাপক কোম্পানী সচিব
এস এডমিনস্ট্রেশন জোপাডি কেসিও
পরিচালক চেয়ারম্যান
৩৩৩ দাবীডকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
28	(A) Asstt. Manager (HR/ Admin/Stores)	Maximum 30 years except freedom fighter quota	i. By Promotion ii. By direct Recruitment	(a) At least Master Degree in HR/ Management or any other relevant subject from any recognized university. (b) No third Division/Class at any stage of 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 working experience using computer.	<ul style="list-style-type: none"> At least 5 years as a Junior Asstt. Manager (HR/ Admin/Stores). Must be successfully complete a residential course on "Basic Management". Not more than 33% to be filled by promotion Satisfactory service records Sound health conditions

Sl. No

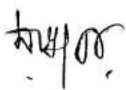
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পঠিত ও নিশ্চিত

উপস্থাপনা/স্বাক্ষর কোম্পানী সচিব
 (এক একমিত্ত) জেপাডিকো ব্যবস্থাপনা পরিচালক চেয়ারম্যান
 জেপাডিকো লিঃ জেপাডিকো লিঃ জেপাডিকো লিঃ
 জেপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
29	(A)Asstt. Manager (Security)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a)At least graduate degree in discipline 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 working experience using computer. (e)Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	<ul style="list-style-type: none"> • At least 5 years as a Junior Asstt. Manager (Security). • Must be successfully complete a residential course on "Basic Management". • Not more than 33% to be filled by promotion • Satisfactory service records • Sound health conditions







পঠিত ও নিশ্চিত

কোম্পানী সচিব
ওজোপাড়িকো লিঃ
স্বাক্ষরপনা পরিচালক
ওজোপাড়িকো লিঃ
চেয়ারম্যান
ওজোপাড়িকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
30	(a) Asstt. Manager (Finance/Accounts)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a) At least Master Degree in Commerce/Finance/Accounting/MBA from any recognized university. (b) No third Division/Class at any stage of 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 working experience using computer.	<ul style="list-style-type: none"> At least 5 years as a Junior Asstt. Manager (Finance/Accounts). Must be successfully complete a residential course on "Basic Management". Not more than 33% to be filled by promotion Satisfactory service records Sound health conditions

স্বাক্ষর

স্বাক্ষর

স্বাক্ষর

স্বাক্ষর

পঠিত ও নিশ্চিত

কোম্পানী সচিব

কোম্পানী সচিব

পরিচালক

পরিচালক

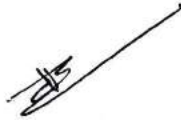
চেয়ারম্যান

চেয়ারম্যান

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
31	(D)Asstt. Manager /AE (ICT/ MIS/Computer Programming)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a)At least graduate in CSE/IT/ECE/ETE or any other relevant subject 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).	<ul style="list-style-type: none"> At least 5 years as a Junior Asstt. Manager/SAE(ICT / MIS/Computer Programming). Must be successfully complete a residential course on "Basic Management". Not more than 33% to be filled by promotion Satisfactory service records Sound health conditions Must have graduate degree in CSE/ IT/ ECE/ ETE or any other relevant subject

৯/৪/০৪







পরিচালক নিযুক্ত

উপ মহাপরিচালক (এই পদে এডমিন) কোম্পানী সচিব
ওয়েবসাইট কোর্স: খুলনা। জে.পি.ডি.কো. লিঃ. জে.পি.ডি.কো. লিঃ. জে.পি.ডি.কো. লিঃ. চেয়ারম্যান
ওয়েবসাইট কোর্স: খুলনা। জে.পি.ডি.কো. লিঃ. জে.পি.ডি.কো. লিঃ. জে.পি.ডি.কো. লিঃ.

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
32	(A)Asstt. Medical Officer	Maximum 32 years except freedom fighter quota	By direct Recruitment	(a)MBBS or equivalent degree from any recognized university, plus 01 year internship along with BMDC registration. (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 working experience using computer.	

মঞ্জুর

গঠিত ও নিশ্চিত

উপ-মহাব্যবস্থাপক

(এডমিন)

কোম্পানী সুবিধাপনা পরিচালক চেয়ারম্যান

ফ্লোর জোপাডিকো লিঃ জোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
33	Junior Asstt. Manager (HR/ Admin / Stores)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a)At least graduate degree in HR/ Management or any other relevant subject from any recognized university. (b)No third Division/Class at any stage of 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 working experience using computer.	<ul style="list-style-type: none"> • At least 5 years in the immediate lower position of respective discipline • Must have graduate degree • Satisfactory service records • Sound health conditions

৯/১/০৮







পঠিত ও নিশ্চিত

উপ-মহাব্যবস্থাপক
(এইচআর এন্ড এডমিন)
ওজোপাডিকো লিঃ, খুলনা

কোম্পানী সচিব

ব্যবস্থাপনা পরিচালক

চেয়ারম্যান

ওজোপাডিকো লিঃ, খুলনা ওজোপাডিকো লিঃ, খুলনা ওজোপাডিকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
34	(H)Junior Asstt. Manager (Security)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By-Promotion	(a)At least graduate degree in HR/ Management or any other relevant subject from any recognized university. (b)No third Division/Class at any stage of 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 working experience using computer. (e)Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	<ul style="list-style-type: none"> At least 5 years in the immediate lower position of respective discipline Must have graduate degree Satisfactory service records Sound health conditions

৯৫/০০







পঠিত ও নিশ্চিত

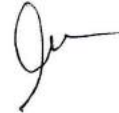
উপ-মহাব্যবস্থাপক কোম্পানী সচিব/স্বাস্থ্যপনা পরিচালক চেয়ারম্যান
(এক এডমিন) গুজোপাড়িকো লিঃ-প্যাডকো লিঃ
ওয়েবসাইট: www.gujopadiko.com গুজোপাড়িকো লিঃ

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
35	(C) Junior Asstt. Manager (Finance/Accounts)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a) At least graduate degree in Commerce/Finance/Accounting/MBA 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 working experience using computer.	<ul style="list-style-type: none"> At least 5 years in the immediate lower position of respective discipline Must have graduate degree in Commerce Satisfactory service records Sound health conditions

১৫/০৪








পঠিত ও নিশ্চিত

উপ-সহকারী ম্যানেজার কোম্পানী সর্ভবিভাগ পুনর্গঠন পরিচালক চেয়ারম্যান
(এইচআর ও এফসিইউ) জোপাডিকো, স্ট্রিংপাডিকো লিঃ জোপাডিকো লিঃ
জোপাডিকো লিঃ, খুলনা।

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
36	(D)Junior Asstt. Manager (ICT/ MIS/Computer Programming)	Maximum 30 years except freedom fighter quota	i. By direct Recruitment ii. By Promotion	(a)At least diploma engineering in CSE/IT/ECE/ETE or graduate in any relevant subject from any recognized university/educational institution. (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. (e)Must have strong communication skill in Bengali & English (written & oral).	<ul style="list-style-type: none"> At least 5 years in the immediate lower position of respective discipline Must have graduate degree in relevant subject Satisfactory service records Sound health conditions


26/2/17
Abdul Motaleb
Company Secretary


26/2/17
Md. Shafique Uddin
Managing Director


26/2/17
Khaled Mahmood
Chairman

Appendix-1

(Vide Rule-6.11)

West Zone Power Distribution Company Limited

Nomination Form for CPF, Gratuity & Group Insurance

I do, hereby, nominate the following member(s) of my family to receive the money of CPF, Gratuity and Group Insurance that I deserve in case of my death while working in this company.

Name of the Nominee(s) along with permanent Address	Relationship with the Employee	Date of Birth	Share (in %)

Witness :

1. Signature

Name :

Address :

Date :

1. Signature

Name :

Address :

Date :

Signature of the employee

Date :

Name :

Date of Birth :

Designation :

Name of the Office :

Counter Signature-

Head of the Office (not below the rank of Manager)

Date & Seal :

- Please attach a passport size photograph for each nominee attested by the concerned