

Northern Electricity Supply Company PLC (Employees)

Service Rules-2023

(with effect from December 10, 2023)

Approved in the 174th Board Meeting of the company held on 10 December, 2023



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PREAMBLE

In exercise of power under sub-rule (d) of rule 1.1 of the Service Rule, 2019, the Board of Directors is pleased to repeal and it is expedient to enact the following rules namely: - **“Northern Electricity Supply Company PLC (Employees) Service Rules, 2023”**.

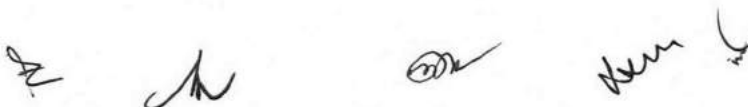





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CHAPTER-I PRELIMINARY

1.0 Preliminary

1.1 Short title, application and commencement

- (a) These rules shall be called the Northern Electricity Supply Company PLC (Employees) Service Rules, 2023.
- (b) These rules shall apply to all employees of the company.
- (c) It shall come into force as soon as it is approved by the Board of Directors of the company and due circulation for general information to the employees.

1.2 Definitions

Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the sense here explained:

- (a) "Accused" means any such employee of the company against whom any departmental proceeding is taken under these rules.
- (b) "Additional pay" means payment(s) apart from the salary sheet as provided by approval authority.
- (c) "Additional charge" means the assignment of two or more concurrent duties to any other vacant post to an employee on a temporary basis at the same level/lower of his original post.
- (d) "Appellate authority" means the authority next superior to punishment approving authority empowered under chapter 8 of these rules.
- (e) "Appointing Authority" means the authority empowered to make appointments i.e., the Board of Directors.
- (f) "Authority" means the appointing authority or any competent authority designated by the Board of Directors to exercise subject to such general or specific guidelines as may be issued by the company from time to time.
- (g) "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.
- (h) "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.
- (i) "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 is entitled to by reason of his position in the company.



- (j) "Board/Board of Directors" means the Board/Board of Directors of the company which determines the policies, procedures, guidelines and directives for its overall management.
- (k) "Company" means the Northern Electricity Supply Company PLC (NESCO) incorporated under The Companies Act, 1994 (Act No. 18 of 1994).
- (l) "Competent authority" means the Board of Directors or the authority designated or delegated by the Board to be competent for the specific purpose.
- (m) "Contract" means an agreement between an employee and the company which lays down the terms of employment.
- (n) "Controlling officer" means the officer declared by the appointing authority to be the controlling officer for the purpose of administrative, financial and technical matters.
- (o) "Core" means a distinctive functional area of services sanctioned by the competent authority.
- (p) "Current charge" means temporary charge of a vacant post that is immediate superior to his original post.
- (q) "Day" means a calendar day beginning and ending at midnight but an absence from work place which does not exceed twenty-four hours shall be reckoned for all purposes as one day at whatever hour the absence begins or ends.
- (r) "Dearness allowance" means the allowances made for the employees for compensating higher cost of living.
- (s) "Desertion" means leaving a job or place of duty without permission or being absent from duty for a period of 30 (thirty) days or more. It also refers to being absent from duty for a period of 30 (thirty) days or more after an authorized period of absence from duty without taking re-permission. Additionally, it includes leaving the country without permission or leaving the country with permission and staying abroad for 10 (ten) days or more after the authorized period.
- (t) "Duty" includes-
 - i. service as a probationer and an apprentice provided such service is followed by an appointment for a permanent post;
 - ii. joining time;
 - iii. the period spent on a duly authorized course of instruction, training or a visit including the time the reasonably required for the journey to and from place of such training and visit; and
 - iv. attendance at compulsory departmental examination/interview including a reasonable time required for the journey to and from the place of examination and the day or days of the examination.
- (u) "Remuneration" means and includes -
 - i. basic pay;
 - ii. house rent allowance;
 - iii. medical allowance;

- iv. conveyance allowance;
 - v. education assistance allowance;
 - vi. electricity allowance;
 - vii. personal pay;
 - viii. compensatory allowances other than travelling and medical allowances;
 - ix. leave salary/leave encashment;
 - x. any other payments and fees, if any, in the shape of fixed monthly addition to pay; and
 - xi. Dearness allowance.
- (v) "Employee" means individual employed against the approved post of the company.
- (w) "Family" means spouse, children up to age of 23 and parents dependent on the employee.
- (x) "Gender and number" mean unless anything repugnant in the subject or context:
- i. words importing the masculine gender shall be taken to include females; and
 - ii. words in the singular shall include the plural, and vice-versa.
- (y) "Government" means The People's Republic of Bangladesh (Government of Bangladesh).
- (z) "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.
- (aa) "Holiday" means a day declared as such by order of the Government/Board of Directors of the company.
- (bb) "Honorarium" means a recurring or non-recurring payment made to any employee by the company as remuneration for special work of an occasional character.
- (cc) "Incentive" means any compensation scheme or plan made by the company to motivate the individual/team for their improved performance.
- (dd) "Inefficiency" means lack of ability/failure to perform any task or assigned duty properly due to physical or mental incapacity and also includes lack of skill, ability, competency, poor quality of communication, time management etc.
- (ee) "Joining time" means the time allowed to a person to enable him to join in a new post on transfer and promotion as defined by the competent authority.
- (ff) "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 rules 7.1 to 7.2 of chapter VII of these rules.
- (gg) "Month" means a calendar month.
- (hh) "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 is entitled to by reason of his position in a functional area and includes special pay, personal pay and additional pay, if any, admissible under general or special order.



- (ii) "Penalty" means any penalty imposed under these rules.
- (jj) "Personal pay" means an additional pay granted to an employee to save him from loss of pay in respect of a permanent post held by him 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.
- (kk) "Performance appraisal" means annual confidential record of an employee's job performance for a precedent year which is evaluated and documented by authorized officer of the company.
- (ll) "Probationer" means an employee appointed directly in any permanent post of the company whose employment has not yet been confirmed.
- (mm) "Schedule of recruitment and promotion" means- Schedule of Recruitment and Promotion annexed to these rules.
- (nn) "Special pay" means an addition in the nature of pay to the emolument of an employee granted in consideration of-
 - i. the especially arduous nature of the duties; or
 - ii. a specific addition to the work or responsibility; or
 - iii. stressful work or challenging environment.
- (oo) "Subsistence allowance" means and includes half average pay and dearness allowance or ad-hoc pay, if any.
- (pp) "Transfer" means the movement of an employee from one work place to another to take up the duties of a new post.
- (qq) "Travelling" means any travel undertaken/made for interest of the company.
- (rr) "Year" means a financial year (July to June) for the purpose of accounts and finance and a calendar year for other purposes.

CHAPTER-II

POSTS

2.0 Posts

2.1 Creation of posts

All posts shall be created by the company with the approval of its Board of Directors and appointment to all posts shall be contractual. All permanent post(s) shall be created considering the organizational structure, functional difference and job description.

2.2 Categories and classification of posts

The post shall be of the following categories, namely –

- (a) A regular post shall be a post of a definite pay grade approved by Board of Directors deemed to be continued for an indefinite time and which is included in the organizational setup.
- (b) Outsourcing of any task/job of a functional area may be made for the interest of company as per the role as specified and approved by the Board of Directors.
- (c) All regular employees shall enter into a service contract with the company and the period of contract shall be for 03 (three) years which may be renewed after every 03 (three) years based on satisfactory performance. Every employee from Grade III to XVI shall submit his service renewal deed to the authority for renewal of service contract at least 03 (three) months prior to the completion of contract. For employee grade III to IV, Senior Management will place the contract renewal proposal to Board of Director through Administrative Affairs Committee and for employee grade V to XVI, the service contract shall be renewed by the Managing Director. However, in case of obtaining below 70 marks & derogatory comments in ACR and any departmental proceedings pending against an employee, renewal of service contract will be determined by Board through Administrative Affairs Committee. However, in case of Grade I to II, terms and renewal of service contract shall be determined by the Board of Directors.

2.3 Filling up a regular post

Appointment to all regular posts shall be made-

- (a) by direct recruitment with provision of lateral entry to all categories of posts, if necessary; or
- (b) by promotion; or
- (c) by deputation.

Criteria/guidelines of promotion for employees shall be as per the provisions of the Schedule of Recruitment & Promotion annexed to these rules.

2.4 Probation

- (a) Persons selected for appointment by direct recruitment in entry level to a regular post shall be appointed on probation for a period of at least 01 (one) year. Provided that, the authority may, by an order in writing, extend the period of probation up to 06 (six) months or terminate his service if his performance during that period is found unsatisfactory.
- (b) After completing the probation period and receiving on-the-job training or foundation training as decided by the authority, the probationer may be eligible for confirmation to a permanent post subject to the submission of a performance report, satisfactory police verification report, asset declaration and a satisfactory Annual Confidential Report (ACR).
- (c) If an employee is found unfit to continue in service during the period of probation, the authority may terminate his employment without any departmental proceeding.
- (d) After successful completion of the probation, the incumbent will be confirmed to a permanent post for contractual basis with effect from the date of joining.

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CHAPTER-III RECRUITMENT AND PROMOTION

3.0 Recruitment and Promotion Policies and Guidelines

3.1 Recruitment

- (a) Every recruitment shall be done through a recruitment committee approved by the Board of Directors which includes a member from Power Division and a specialist from the relevant sector.
- (b) Recruitment committee shall submit their recommendations to the Board.

3.1.1 Invitation of applications

- (a) Every recruitment shall be done through advertisement in the reputed and well circulated at least one Bangla and one English national dailies, company website and notice board.
- (b) Such advertisement shall contain all relevant information about the post including:
 - i. designation with number of vacant posts;
 - ii. pay grade;
 - iii. educational qualifications;
 - iv. age;
 - v. experiences;
 - vi. eligibility criteria;
 - vii. last date for receiving applications;
 - viii. any other requisite information set by the authority.
- (c) Applications shall be received at the Headquarters or any other authorized Offices through postal/courier services or online or directly as specified by the competent authority.

3.1.2 Scrutinizing

- (a) Screening shall be carried out through following stages for all categories of applicants;
 - i. scrutinizing of the submitted documents;
 - ii. written test and/or viva-voce or any other method as decided by the appointing authority;
 - iii. medical checkup;
 - iv. police verification
- (b) Only the concerned committee or the officer shall make screening of applications.
The marks distribution shall be as follows:

i. Analytical ability	20
ii. Relevant subject matter	20
iii. General knowledge	10
iv. Bengali and English	20

Total: 70

(c) At best 5 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. The authority reserves the right to revise this provision.

(d) Out of a total weightage of 100, the distributions shall be as follows:

Written test -----70

Academic attainment-----10

Viva-voce -----20

(e) Marks on academic attainment shall be as below:

For incumbents requiring at least post-graduation/equivalent degree:

Exam	Result (GPA/CGPA/Equivalent)	Marks	Result (GPA/CGPA/Equivalent)	Marks
SSC	3.00 or above	2	2.00 to less than 3.00	1
HSC	3.00 or above	2	2.00 to less than 3.00	1
Graduation	3.00 or above (out of 4.00) 3.75 or above (out of 5.00)	4	2.25 to less than 3.00 (out of 4.00) 2.813 to less than 3.75 (out of 5.00)	3
Post- Graduation	3.00 or above (out of 4.00) 3.75 or above (out of 5.00)	2	2.25 to less than 3.00 (out of 4.00) 2.813 to less than 3.75 (out of 5.00)	1

For incumbents requiring at least graduation/equivalent degree:

Exam	Result (GPA/CGPA/Equivalent)	Marks	Result (GPA/CGPA/Equivalent)	Marks
SSC	3.00 or above	3	2.00 to less than 3.00	2
HSC/Diploma	3.00 or above	3	2.00 to less than 3.00	2
Graduation/Equivalent	3.00 or above (out of 4.00) 3.75 or above (out of 5.00)	4	2.25 to less than 3.00 (out of 4.00) 2.813 to less than 3.75 (out of 5.00)	3

For incumbents requiring at least HSC/Diploma/equivalent degree:

Exam	Result (GPA/CGPA/Equivalent)	Marks	Result (GPA/CGPA/Equivalent)	Marks
SSC	3.00 or above	4	2.00 to less than 3.00	3
HSC/Diploma/ Equivalent	3.00 or above	6	2.00 to less than 3.00	5

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- (f) A list of successful candidates shall be prepared by adding the scores secured in the written test, academic attainment and viva voce. In case of obtaining the same marks, the older candidate will be given preference/ranked higher. Proceedings of the appointing committee shall be duly recorded and signed by its members. The list thus recommended shall require approval of the concerned appointing authority.
- (g) Candidates securing less than 50% marks in viva voce shall not be considered eligible for selection.
- (h) Successful candidates shall be requested to report to the authorized medical officer on a particular date and time for medical check-up.
- (i) Candidates declared fit by the authorized medical officer, shall be issued appointment letters in order of merit to join the company on a particular date mentioning at least the following conditions:
 - i. appointment in the entry post shall be confirmed subject to police verification;
 - ii. this appointment/contract shall be reviewed at the end of each contract period.Service may be extended on the basis of satisfactory ACR and APA.
- (j) Every employee shall, at the time of joining in the service, sign a service contract in the prescribed form.
- (k) Satisfactory Police Verification Report is a must for all entry level post.

3.2 Promotion Policies & Strategies

- (a) Promotion shall be administered against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- (b) Promotion in the company shall be given without any discrimination based on sex, caste, creed, locality etc.
- (c) Promotion to any post shall be on the basis of merit cum seniority.
- (d) Any such promotion of an eligible candidate may be reviewed and recommended by a committee determined by the Board. The Committee may conduct written Exam and/or Viva as deemed fit. Based on the Seniority, APA, ACR and Service Record the Board will decide the number of eligible candidates for interview and promotion.
- (e) Company should prepare seniority list which will be approved by the competent authority. Service Core wise (Technical, Admin, Finance & ICT) seniority list of all employees shall be kept by the company: The promotion of employees should be considered only on respective Core basis.
- (f) If any penalty is imposed on employee, he will not be considered eligible for promotion for 01 (one) year in the case of minor penalties and 02 (two) years in case of major penalties after the completion of his sentence.
- (g) Seniority in case of direct recruitment shall be determined in the following manner, namely:

- i. employees recruited through earlier published circular shall have seniority over employees recruited through subsequently published circular;
- ii. Person(s) promoted to the post(s) of same grade under a certain core in immediate successive occasion only within the same calendar year will rank senior to that of the person(s) appointed through direct recruitment.

CHAPTER -IV GENERAL CONDITIONS OF SERVICE

4.0 General Conditions of Service

4.1 Certain pre-conditions of service

- (a) Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the company and he may be employed in any manner in any place required by the company.
- (b) Two or more employees shall not be appointed on a substantive basis to the same post at the same time.
- (c) An employee shall not be appointed to two or more posts at the same time.
- (d) Considering the nature of the company and employee motivation, career path needs to be established.
- (e) In case of direct appointment (applying through proper channel) of an employee of the company to the higher post, his previous length of service shall be counted as continuous service for calculating the leave, contributory provident fund and gratuity. However, the basic salary and its related benefits shall be determined as per new appointment contract.

4.2 Deputation for foreign training/exposure visits and personal visit

An employee may be allowed to visit overseas for foreign training/exposure visit and personal visit with the approval of the authority.

4.3 Transfer

An employee may be transferred from one post to another or from one jurisdiction to another jurisdiction of the company.

4.4 Pay and allowances

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

4.5 Criteria of promotion

Criteria of promotion of employees are laid down in the Schedule of Recruitment & Promotion Guidelines.

4.6 Pay

An employee while on duty shall draw the pay approved for his post as fixed from time to time.

4.7 Initial pay

- (a) The initial pay of an employee on first appointment shall be the grade of pay of the new post to which he is appointed.
- (b) The initial pay of an employee appointed on promotion shall be fixed as per pay policy of the company.

4.8 Annual increment

- (a) On every 1st July each employee shall receive annual increment. Provided that, a newly appointed employee shall be eligible for an annual increment if the qualifying service period is at least 06 (six) months.
- (b) In case of promotion of an existing employee, the increment date shall also be 1st July of each financial year.
- (c) The annual increment in the pay grade shall be allowed unless it is withheld or forfeited by the competent authority due to inefficiency, specific punishment or any other reasons. In case of any punishment, increment date will not be changed but the employee shall not get any incremental benefit for the punishment period.

4.9 Joining time

Joining time may be granted to an employee to join a new post to which he is appointed on transfer or on promotion while on duty.

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 present/previous post as deem fit.
- (b) An employee, who does not join his post within joining time without proper ground (with proper documents), shall not be entitled to any pay or leave salary on the expiry of joining time.

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 will be the next day. If there is a 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.



4.12 Liveries

- (a) Company will prepare a Liveries Policy.
- (b) 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 02 (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 nature of job. The drivers, gardeners, office attendant etc. shall be provided with two sets of pants and shirts, one pair of shoes and a rain coat in a calendar year.
- (c) Employees in the Sub Station or Line Maintenance activities will be provided safety gear.

4.13 Income tax

An employee shall pay income tax on his taxable income. Company shall deduct the income tax payable by him at source as per the Government rules and will deposit the same to the Government exchequer.

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CHAPTER-V LEAVE

5.0 Leave

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

5.1 Types of leave

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

5.2 Leave procedure

- (a) Leave account of every employee shall be maintained as per the rules and procedures of the company as laid down in this chapter.
- (b) All applications for leave shall be submitted to the competent authority in the prescribed form.
- (c) All types of leaves to be enjoyed by the employees shall be approved by the competent authority.

Note: The competent authority in this clause, for the purpose of granting leave, shall be as follows, namely:-

Employee grade	Types of leave	Authority
Grade-I	All types of leave/Leave encashment	Chairman of the Board
Grade-II to Grade-V	Earned leave (Full & half average pay)/Leave encashment, Maternity leave	Managing Director
Grade-VI to Grade-VIII	Earned leave (Full & half average pay)/Leave encashment, Maternity leave	Executive Director (Admin & HRD)

Grade-IX to Grade XVI	Earned Leave (Full & half average pay)/Leave encashment, Maternity leave	GM (Admin & HRD)
All Employees (Except Grade-I)	Special disability leave, Extra-ordinary leave and Medical leave.	Managing Director
Employees Grade (I to VII)	Ex-Bangladesh leave	Power Division, Ministry of Power, Energy and Mineral Resources
Employees Grade (VIII to XVI)	Ex-Bangladesh leave	Managing Director

5.3 General conditions

- An incumbent shall be entitled to enjoy the leave admissible under the rule provided such leave is due to his credit. An employee shall obtain the information regarding the status of his leave in the account from the HR department.
- Any prayer for leave 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.
- If an employee fails to attend his 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 03(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 leave if the exigencies of service so warrant.
- If an employee remains absent for more than 10 (ten) 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.
- Half average pay:** Leave on half average pay shall be earned by an employee at the rate 1/12th of the period spent on duty.
- Leave Encashment:**
 - The un-availed earned leave for 30 days or more in a year, referred to clauses (a) and (b) above, can be en-cashed which shall not exceed one month basic pay.

- ii. Leave not availed or en-cashed referred to clauses (a), (b) and (c) (i) above, can be en-cashed at the time of retirement or at the time of separation from the service with the company which shall not exceed 12 months basic pay.

5.5 Causal 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 changed if the government orders changes.
- (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 06 (six) months which shall not be debited from the leave account.
- (b) A female employee shall be entitled to such leave if the request for granting the leave is 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 02 (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 03 (three) months at a time but such period may be extended under the following circumstances:
 - i. when the employee is under medical treatment;
 - ii. when the competent authority is satisfied that the said employee is unable to attend his duties due to unavoidable circumstances;
 - iii. when the competent authority may convert the period of absence without leave into extra-ordinary leave with retrospective effect;
- (c) The period of extra ordinary leave without pay shall be deducted from total length of service for calculating any service benefit and seniority.
- (d) If his extra ordinary leave is not in a punitive nature then it may be adjusted with subsequent earned leave as decided by leave granting authority.



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 to attend the duty subject to the submission of medical certificate.
- (b) Special disability leave shall not be granted unless disability is manifested itself within 03 (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 (twelve) months but in extra-ordinary circumstances up to 24 (twenty-four) 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 not more than 24 (twenty-four) 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.

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 certification of a medical or a public health officer for a period not exceeding 21 (twenty-one) days or in exceptional circumstances, 30 (thirty) days. Any leave necessary for quarantine purposes in excess of this period shall be treated as extra ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave



subject to the maximum amount of leave admissible under this rule. An employee on quarantine leave shall be treated as on duty during the leave.

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 03 (three) months at a time.
- (b) Medical leave may be combined with leave of any other kinds.
- (c) Medical leave shall be debited from the leave earned referred to clause 5.4 (a) and (b).

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CHAPTER-VI

HONORARIUM, BONUS AND ALLOWANCES

6.0 Honorarium, Bonus and Allowances

6.1 Honorarium

- (a) The Board may grant an honorarium to an employee for work performed which is not included in his 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 to such department or organization. A portion of the fee as decided by the Board shall be paid to the concerned employee or employees.

6.2 Festival allowances and bonus

- (a) An employee shall be entitled to 02 (two) festival allowances equivalent to 02 (two) months basic salary in a year.
- (b) Bangla New Year Allowance (Boishaki Bhata) at the rate of 20% of basic pay in a year.
- (c) 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. Power division (government) shall set and evaluate the KPI target and accordingly will approve the incentive bonus for the company.

6.3 Shift duty allowance

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

6.4 Charge allowance for combination of appointment

When an employee is assigned to perform duties of another post, in addition to his own duties, he 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 charge allowance shall be allowed when the period of dual charge is less than 04 (four) weeks or more than 12 (twelve) 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.

6.5 Travelling allowance and transport facilities

- (a) An employee shall draw travelling and daily allowance as per the rates and conditions fixed by the board envisaged in the TA/DA rules of the company.
- (b) The company shall formulate a "Transport policy" with the approval of the Board of Directors.

6.6 Medical benefit/allowance

Medical benefit/allowance shall be ensured as prescribed in the pay grade.

6.7 Gratuity

Gratuity shall be admissible to:

- (a) All regular employees who rendered at least 03 (three) years continuous service in the company; and
- (b) Have not been dismissed or discharged or removed from service as a measure of punishment; or
- (c) Have not resigned, left or discontinued the service without permission of the competent authority; and
- (d) Regular employee whose service is terminated before completion of 03 (three) years on the following grounds, namely:
 - i. The post to which he is appointed is abolished or he is retrenched from service for reduction of strength; or
 - ii. He is discharged from service due to total or partial disablement; or
 - iii. He died while in service.

6.7.1 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 and conditions
Up to 10 years	3.5 months basic	In case of normal retirement, as per retirement age or as per clause (d) of rule 6.7, the incumbent will get this benefit.
11 years to 19 years	3.0 months basic (Total amount shall not be less than 35 basic)	

20 years and above	2.5 months basic (total amount shall not less than 57 basic)	
	2.5 months basic	In the case of resignation/release from the service by the company with minimum 03 (three) years' service.

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

6.7.2 Nomination

- Each employee shall make a nomination in prescribed form conferring one or more persons the right to receive the amount of gratuity in the event of his death before payment of gratuity.
- If an employee nominates more than one person under clause 6.7.2 (a), he shall specify in his nomination the share payable to each of the nominees in such a manner as to cover to whole amount of gratuity.
- An employee may at any time cancel a nomination by notice in writing and in doing so he shall along with such notice, send a fresh nomination made in accordance with the provision of clause 6.7.2 (a).

6.7.3 Payment in the event of death

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

6.8 Contributory Provident Fund (CPF)

An employee shall be allowed CPF benefits as per CPF rule of the NESCO.

6.9 Compensation for accidental injuries

If an employee sustains any physical injury as a result of an accident while on duty, the company will provide, subject to the approval of the competent authority, or it's delegated, the following benefits:

- doctor's fee;
- cost of medicine directly related to the injury;
- other medical and/or hospitalization cost related to the injury; or
- the total amount in this regard will not exceed Tk. 1,00,000/- in each instance.

However, the Board reserves the right to waive the limit.

6.10 Compensation in case of permanent disablement and death while rendering duty

- (a) In case of accidental death of an employee while rendering duty, his nominee shall be compensated with Tk. 10,00,000/- (ten lac);
- (b) In case of permanent disablement of an employee, while rendering duty the amount shall be 500,000/- (five lac).

6.11 Compensation in case of death and permanent disablement while in service

- (a) In case of natural death of an employee while in service his nominee shall be compensated with Tk. 5,00,000/- (five lac).
- (b) In case of permanent disablement of an employee, while in service the amount shall be 300,000/- (three lac).



CHAPTER- VII

GENERAL CONDUCT AND ATTENDANCE

7.0 General Conduct and Attendance

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 possession in the course of his 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 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 with any political organization, front organization of political parties, hold any post of any political party or take active part in politics or any political demonstration;
 - ii. absent himself from duties or leave his station without obtaining permission from his controlling officer;



- iii. make any public statement through media such as press or radio or television or e-mail or internet or website 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 or 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.
- (c) No employee or member of his family shall
- i. accept any gift or concession from any employee or person having or likely to have dealing with the company; and
 - ii. lend money to or borrow money from or place himself under any pecuniary obligation to any person or firm having or likely to have dealings with the company.
- (d) No employee shall be a member or 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 Regular Attendance

7.3.1 Absence from work without permission

- (a) An employee shall not refrain himself from work without prior permission from the controlling authority.
- (b) If an employee violates the sub-rule (a), the controlling authority may deduct an amount equivalent to his basic pay of 01 (one) day for each day of absence after giving the employee an opportunity to show reasonable cause.

7.3.2 Leaving the office without permission

- (a) An employee shall not leave office during the office hours without prior permission from the controlling authority. However, in case of emergency, an employee may leave office informing his colleague and the cause of leaving office, time, date etc. shall be documented in the prescribed register.



- (b) If an employee violates the sub-rule (a), the controlling authority may deduct an amount equivalent to his basic pay of 01 (one) day for each such occasion providing the employee an opportunity to show reasonable cause.

7.3.3 Late attendance

- (a) An employee shall not arrive late to the office without reasonable cause.
- (b) If an employee violates the sub-rule (a), the controlling authority may deduct an amount equivalent to his basic pay of 01 (one) day for every 02 (two) days of late attendance after giving the employee scope for showing reasonable cause.
- (c) Penalty for repeated offences: If an employee is found to have committed any offence mentioned in sub-rule 7.3.1 or 7.3.2 or 7.3.3 for more than once within a period of 30 (thirty) days, the controlling authority may deduct an additional amount equivalent to his basic pay for maximum of 07 (seven) days.

7.3.4 Review

- (a) If a deduction is ordered from the pay of an employee under sub-rule 7.3.1 or 7.3.2 or 7.3.3 the concerned employee may submit a representation within 03 (three) days to the controlling authority for reviewing of the order.
- (b) Whereupon the authority after such hearing as he thinks fit, may revise or set aside or confirm the order. In case of hearing the review, a summary of testimony, relevant information and decision shall be documented.

7.3.5 Recovery of penalties

- (a) Penalty amount will be deducted from the monthly pay of the concerned employee.
- (b) If the employee withdraws his salary by himself, a written order shall be issued to deduct the penalty amount from the pay bill and a copy of the order shall be sent to the concerned office. If the penalty amount is not deducted from the pay bill by the employee, the concerned office shall pass the bill after deducting the penalty.
- (c) If the employee does not withdraw his salary by himself, a written order shall be issued to deduct the penalty from his pay and a copy of the order shall be sent to the concerned office.



CHAPTER- VIII

DISCIPLINARY PROCEEDINGS

8.0 Disciplinary Proceedings

8.1 Grounds for penalty

Where an employee-

- (a) is guilty of inefficiency; or
- (b) is guilty of misconduct; or
- (c) is guilty of desertion; or
- (d) is corrupt or reasonably believed to be corrupt because of the following, namely:
 - (i) he or any member of his family or any other person through him or on his behalf, is in possession of such wealth or property inconsistent with his declared source of income, which he fails to show the justification for acquiring;
 - (ii) lives in a manner inconsistent with his declared income; or
- (e) is engaged in subversive activities or is reasonably suspected of being associated with other engaged in subversive activities and whose retention in service is considered prejudicial to national security.

Then the authority may impose one or more penalties described in rule 8.2 on the said employee.

8.2 Penalties

The following two kinds of penalties shall be imposed under these rules-

- (a) minor penalties; and
 - (b) major penalties.
- (a) The minor penalties are as follows-
- (i) censure;
 - (ii) withholding of increment or promotion for a specified period;
 - (iii) recovery from salary or gratuity of the whole or part of any loss caused to the company by the negligence or any other misconduct of the employee;
 - (iv) demotion to a lower stage of salary grade.
- (b) The major penalties are as follows-
- (i) demotion to a lower grade or post;
 - (ii) termination of contract;
 - (iii) dismissal from service;
- (c) Penalties specified in these rules shall be imposed in the following manners-



- (i) for inefficiency, any penalty except dismissal from service for other incapacity;
- (ii) for misconduct, any penalty;
- (iii) for desertion, any penalty;
- (iv) for corruption, any penalty but in case of repetition, any major penalty other than demotion to lower post or grade.
- (v) For subversion, any major penalty except demotion to a lower post or grade.

8.3 Power to impose penalty

The power to impose penalty upon an employee shall vest upon appointing authority or the delegated authority as per schedule of imposing penalty.

8.4 Procedure for subversive activities

- (a) When an employee is to be proceeded against under clause (e) of rule 8.1, the authority-
 - (i) may, by order in writing, require the employee concerned to proceed on such leave as may be admissible to him and from such date as may be specified in the order;
 - (ii) shall, by order in writing, inform him of the action proposed to be taken in regard to him and the grounds of that action; and
 - (iii) shall give him reasonable opportunity of showing cause against that action before an Inquiry Committee to be constituted under clause (b) of this rule to inquire into the charge:

Provided that, no such opportunity shall be given where the Board is satisfied that in the interest of the security of the company or Bangladesh, it is not expedient to give such opportunity.

- (b) Where an Inquiry Committee is to be constituted in pursuance of sub-clause (iii) of clause (a), the appointing authority shall constitute it with three employees of the rank not below that of the employee proceeded against.
- (c) The Inquiry Committee constituted under clause (b) shall hold inquiry into the charge and submit its findings to the appointing authority and the appointing authority shall pass orders based on such findings as it deems fit.

8.5 Procedure for imposing minor penalty

- (a) When any proceeding is initiated under rule 8.1 and the authority considers that a minor penalty, more severe than censure, shall be imposed if the charge is proved, then the authority shall-
 - i. inform the accused person in writing of the charges brought against him and provide the accused person with a period of 10 (ten) working days to submit a written statement to justify his conduct as well as to express his willingness for a personal hearing;

Provided that, if the accused applies for an extension of time before the specified time limit expires, the authority may extend the time for an additional 07 (seven) working days to allow the accused the opportunity to submit his statement.

- ii. The authority shall consider the statement, if any, within the stipulated or extended period under sub-clause (i) of clause (a), and if the accused expresses desire for a personal hearing, the authority will conduct a personal hearing or if the accused does not submit the statement within the specified time, then a minor penalty may be imposed upon him within such a period.

Provided that, if the authority deems it reasonable, an inquiry officer not below the rank of the accused may be appointed to inquire the charge and submit a report.

- (b) After receiving the investigation report, the authority shall take the final decision specifying the grounds and inform the accused of the final decision, authority may issue an order for further investigation or additional inquiry if necessary.
- (c) If an investigation order is issued under clause (b), the authority shall consider the report and make the final decision.
- (d) When any proceeding is initiated against an employee under rule 8.1 and the authority expresses such an opinion that, if the allegation is proven, the accused may be subjected to a penalty of censure, the authority may, conducting a personal hearing of the accused, impose a penalty of censure mentioning appropriate reasons or if the accused does not appear or refuses to appear for a personal hearing, the said penalty may be imposed upon him, or following the methods outlined in clause (a) to (c), any punishment may be imposed.
- (e) If the allegation is established in case of clause (d), the penalty higher than that of Censure shall be imposed.

8.6 Procedure for imposing major penalty

When an employee is to be proceeded against under clause (a) or (b) or (c) or (d) of rule -8.1 and the authority is of the opinion that the allegations, if established, would call for a major penalty, the authority shall-

- (a) frame a charge and specify therein the penalty proposed to be imposed, and communicate it to the employee together with a statement of allegations on which it is based and of any other circumstances which the authority proposes to take into consideration when passing orders on the case;
- (b) require the accused to submit, within ten working days from the day the charge has been communicated to him a written statement of his defense and to show cause at the same time why the penalty proposed to be imposed on him should not be imposed and also to state whether he desires to be heard in person:



Provided that if the accused prays for extension of time before the expiry of the specified period, the authority may allow him such extension up to ten working days for submission of the statement.

- (c) where the accused submits his statement of defense within the specified or extended time and if he desires personal hearing after being heard, the authority shall consider such statement together with all materials relating to the charge and if, after such consideration, the authority is of the opinion that-
 - (i) there is no good ground for proceeding against the accused, it shall withdraw the charge and the proceeding shall accordingly be disposed of,
 - (ii) where the accused unconditionally admits all the allegations, and the authority is convinced that the significance of the allegation would call for a minor penalty, it shall award any of the minor penalties within thirty working days from the date of personal hearing.
 - (iii) there is good ground for proceeding against the accused, but the allegations, if established, would call for a minor penalty, award any of the minor penalties within thirty working days from the date of personal hearing or may follow the procedure laid down in rule 8.5 for imposition of minor penalty by appointing an Inquiry Officer under that rule,
 - (iv) there is good ground for proceeding against the accused for imposition of major penalty, it shall appoint an Inquiry Officer who shall be an officer not below the rank of that of the accused or a Board of Inquiry to inquire into the allegations contained in the charge.
- (d) Where the accused does not submit his statement of defense within the specified or extended time, the authority shall appoint an Inquiry Officer who shall be an officer not below the rank of that of the accused or a Board of Inquiry to inquire into the allegations contained in the charge within ten working days from the date of expiry of the specified or extended time.
- (e) The Inquiry Officer or Board of Inquiry, as the case may be, shall start holding of the inquiry within 07 (seven) working days from the date of receipt of the order of inquiry and shall conduct the inquiry in accordance with the procedure laid down in rule 8.8 and submit his or its findings to the authority within thirty working days from the date on which the Inquiry Officer or Board of Inquiry was appointed:

Provided that if the Inquiry Officer or Board of Inquiry cannot conclude his or its findings within the specified time, he or it may request, in writing stating the reasons therefore, the authority ordering the inquiry for extension of time; and the ordering



authority may, after considering such request, grant such extension of time not exceeding fifteen working days, as it may consider necessary.

- (f) On receipt of the report of the findings of the Inquiry Officer or the Board of Inquiry, if the authority finds that any specific point needs to be re-investigated, it may ask the investigation officer or committee for a re-enquiry,
- (g) On receipt of the report of the findings of such inquiry or re-inquiry, the authority shall consider the report and record its decision on the charge and communicate the decision to the accused.
- (h) If the authority decides under clause (f) to impose any major penalty, it shall ask the accused to show cause within 07 (seven) working days why the proposed penalty shall not be imposed on him.
- (i) The authority shall take final decision on the proceedings after considering the cause shown, if any, by the accused within the time specified in clause (g).
- (j) The authority shall communicate the final decision to the accused.

8.7 Presenting the case before the Inquiry officer or Board of Inquiry

The authority may nominate any person to present the case in support of the charge before the Inquiry Officer or Board of Inquiry.

8.8 Procedure to be followed by Inquiry Officer

- (a) The Inquiry Officer shall hear the case from day-to-day, and no adjournment shall be given except for reasons to be recorded in writing.
- (b) In an inquiry conducted under this rule, the Inquiry Officer shall hold an inquiry at which oral evidence shall be heard and recorded as to such of the allegations are not admitted and, documentary evidence relevant or material in regard to the charge shall be considered. The accused shall be entitled to cross-examine the witnesses against him, to give evidence in person and to have such witness called for the defense as he may desire. The person presenting the case in support of the charge shall be entitled to cross-examine the accused and the witnesses examined in his defense. The accused may also consult relevant files, but he shall not have access to the note portion of the files:

Provided that the Inquiry Officer may, for reasons to be recorded in writing, refuse to call for a particular witness or to summon or admit particular evidence.

- (c) In an inquiry under this rule, the accused may, if he so desires, adduce oral evidence in his defense which shall be subject to such cross-examination as may be necessary.
- (d) If the Inquiry Officer is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he shall administer a warning and if thereafter he is satisfied that the accused is acting in disregard of the warning; he shall record a finding to that

effect, and proceed to complete the inquiry in such manner as he thinks best fitted to do substantial justice.

- (e) If the Inquiry Officer is satisfied that the conduct of the accused amounts to contempt of his office, he shall record the relevant facts and circumstances relating to such contempt and inform the authority on the matter, whereupon the authority may, if it deems fit, proceed against the accused separately under rule 8.1 (b).
- (f) The Inquiry Officer shall, within 07 (seven) working days of the conclusion of the proceedings, submit his findings and the grounds therefore to the authority.
- (g) The Inquiry Officer shall give his findings stating whether the accused is guilty or not guilty on each charge and he shall not give any recommendation regarding punishment or otherwise.
- (h) The authority may, in any case it deems fit, instead of appointing an Inquiry Officer under these rules, appoint a Board of Inquiry consisting of three persons, and, where a Board of Inquiry is appointed, references in this rule to an Inquiry Officer shall be construed as references to the Inquiry Board.
- (i) No proceedings or decision of an Inquiry Board appointed under clause (h) shall be invalid or be called in question merely on the ground of absence of any member thereof in any sitting of the Inquiry Board.

8.9 Suspension

- (a) An employee against whom action is proposed to be taken under clause (b) or (c) or (d) of rule 8.1 may be placed under suspension if, in the opinion of the authority, suspension is necessary or expedient:

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

- (b) An order of suspension made under clause (a) shall be followed by a departmental proceeding within 30 (thirty) working days.
- (c) Where a penalty of dismissal from service imposed upon an employee is set aside or declared or rendered void in consequence of, or by a decision of, a court of law and the authority, on consideration of the circumstances of the case, decided to hold a further inquiry against him on the allegation on which the penalty of dismissal or termination of contract was originally imposed the employee shall be deemed to have been placed under suspension by the authority from the date of original order of dismissal or termination of contract and shall continue to remain under suspension until further orders. In such an eventuality, the limitation imposed under rule 8.9 shall count from the date of decision to proceed against the accused following the court decision.



- (d) An employee, imprisoned on a criminal charge or during a period of bail, shall be considered under suspension from the date of arrest and shall be allowed the subsistence allowances until the "discharge" of proceedings against him. However, to avoid complications in this case, the authority will issue a formal order of suspension.
- (e) An employee under suspension due to initiation of any criminal proceedings against him shall not be eligible for renewal of service contract until the "discharge" of the proceedings against him. However, at the expiry of the service contract with the company, if the proceeding is not concluded before the expiration of the tenure of his service contract, his suspension may be continued with the approval of the Board. If the criminal proceeding is resulted in acquittal, then he shall be eligible for renewal with retrospective effect. But, if he is sentenced to any penalty by the court, then he shall not be eligible for renewal and his service benefit shall be adjusted with subsistence allowances paid during suspension period.
- (f) Where an employee is dismissed or terminated from the contract following a suspension order, his length of service will be calculated excluding the suspension period.

8.10 Appeal

- (a) Appeal against penalty-

An employee on whom a penalty has been imposed specified in rule 8.2, may appeal individually against the order through proper channel to the Appellate authority, except censure, within 30 (thirty) working days from the date of receipt of the order of imposing the penalty.

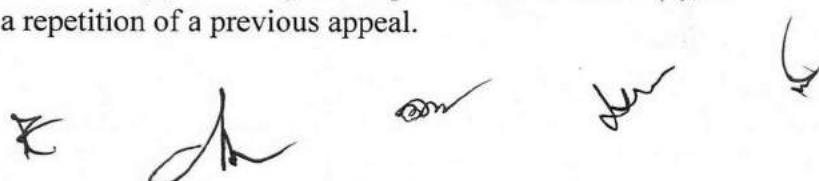
- (b) Every appeal shall comply with the following requirements-

- i. Every person submitting an appeal shall do so separately and in his own name.
- ii. The appeal shall be addressed to the authority to whom it lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- iii. Every appeal shall be submitted through the head of the office in which the appellant serves or, if he is not in service, the head of the office in which he served last and through the authority against whose order the appeal is preferred:

Provided that an advance copy of the appeal may be submitted direct to the appellate authority.

- (c) An appeal may be withheld due to the following reasons only if-

- i. it is an appeal against an order for which no appeal lies; or
- ii. it is not submitted within the period specified in clause (a); or
- iii. it does not comply with any of the provisions of clause (b); or
- iv. it is a repetition of a previous appeal.



- v. in every such case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for its within fifteen working days from the receipt of the appeal.
 - vi. an appeal withheld on the ground only of failure to comply with the provisions of sub-clause (b) may be resubmitted at any time within one month of the date on which the appellant was informed of the withholding of the appeal, and, if resubmitted after compliance with the said provisions, shall not be withheld.
- (d) Forwarding of appeals.
- i. The authority which made the order appealed against shall forward to the appellate authority every appeal which is not withheld under clause (c), together with its comments thereon and the relevant records within fifteen working days from the date of receipt of the appeal.
 - ii. The appellate authority may call for any appeal withheld under clause (c), and thereupon such appeal shall be forwarded to that authority together with the comments of the authority withholding the appeal and the relevant records.
- (e) The appellate authority shall examine all the facts and circumstances of the case and pass such order on the appeal as it may consider fit. The appellate authority may reduce or enhance the penalty or pass any other order as it deems fit within thirty working days from the date of receiving from the penalty imposing authority.
- (f) Where the penalty is imposed by an order of the Board of Directors, there shall ordinarily lie no appeal but the Board of Directors may review its own order *suo-moto* or on receipt of representation from the employee concerned and may revise any order passed by it.
- (g) The authority which passed the order appealed against shall give effect to the orders passed by the appellate authority under clause (e) or the revised order under clause (f), within ten working days from the date of receipt of such order.
- (h) 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.

8.11 Reinstatement

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

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

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

8.12 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 own option from service until the case is finalized.

8.13 Where a criminal case is pending in any court or an employee is convicted of a criminal offence

- (a) If a criminal case or any other proceeding is pending in any court on the same issue, there shall be no bar to frame a charge or dispose of the departmental proceedings against him.
- (b) If an employee is convicted by the court of death or imprisonment for a term exceeding 01(one) year in a criminal case, he shall be dismissed from service immediately from the date of the judgment or order imposing the said penalty.
- (c) If an employee is convicted in a criminal case of imprisonment for a term not exceeding 01 (one) year, the competent authority may impose any penalty
- (d) No departmental proceedings shall be required to impose the penalties specified in sub clause (b) and (c).
- (e) No allowances shall be paid for the period of imprisonment due to conviction and such period of imprisonment shall not be countable for service length or any purpose.

8.14 Discretion

Nothing in these rules shall preclude the 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.



CHAPTER-IX SERVICE RECORD

9.0 Service record

- (a) A record of service for each employee shall be maintained separately in a prescribed form and the company shall preserve the specific service records. Personal files of all employees must be preserved and updated by the office of Admin & HRD. Service Books of employees from grade (IX to XVI) shall be maintained at the concerned office.
- (b) A copy of service record of an employee shall be provided to him once a year.
- (c) If an employee finds any omission or error in the service record, he shall communicate the matter in writing for correction to the controlling officer within 15 (fifteen) days.
- (d) The office of Admin & HRD shall maintain all personal files and service records of all employees through ERP (Enterprise Resource Planning) system.



CHAPTER-X

RETIREMENT, RESIGNATION, TERMINATION, DISCHARGE AND DISMISSAL

10.0 Retirement, Resignation, Termination, Discharge & Dismissal

10.1 Retirement

- (a) Normal retirement is mandatory upon the employee's 60 (sixty) years of age except Executive Director and above. The Executive Director and Managing Director shall retire from service on his attainment of 62 (sixty-two) years of age but the authority may extend their service up to the age of 65 (sixty-five) years.
- (b) If any judicial proceedings instituted by the company or any departmental proceeding are pending against an employee at the time of his 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 if any due shall be adjusted.

10.2 Resignation

- (a) Unless otherwise provided in the terms of employment or of any contract executed by an employee, a regular employee may resign from the service after giving 02 (two) months' notice in writing or refunding 02 (two) months' pay in lieu of such notice or for the period by which such notice falls short of 02 (two) months and after repaying the dues of the company if any.
- (b) A probationer may resign from the company after giving 01 (one) month's notice in writing or refunding 01 (one) month's pay in lieu of such notice or for the period by which the notice falls short of one month and after adjusting the dues of the company, if any.

10.3 Termination

The appointing authority may terminate the service of an employee by giving 02 (two) months' notice in case of regular employees and 01 (one) month's notice in case of probationer employees or by paying an amount equivalent to 02 (two) months' or 1 (one) month's basic pay as the case may be without assigning any reason whatsoever.



10.4 Discharge

An employee may be discharged from service for reason of physical or mental incapability or continued ill health such that he/she is not able to continue the work or other reasons not amounting to offence(s).

- (a) A medical board must be formed by the company in this regard to examine and make recommendation. The cost for the medical board will be borne by the company.
- (b) On being discharged such employee must be given the following benefits:
 - i. One month's notice or pay in lieu (Basic amount only);
 - ii. Basic pay and other allowances applicable up to the effective date of discharge;
 - iii. Other remunerations and benefits applicable as regular retirement.

10.5 Dismissal

An employee is liable to be dismissed when he is convicted of an offence or is found guilty of offence(s) after observing the disciplinary procedure narrated under chapter 8 of these rules. When an employee is dismissed he/she shall be entitled to the following benefits only:

- i. Salary and related benefits up to the last day of work.
- ii. Employee's own contribution to the provident fund only irrespective of length of service.

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CHAPTER- XI MISCELLANEOUS

11.0 Miscellaneous

11.1 Power to amend and make rules

The Board of Directors of the company reserves the right to amend, repeal and fulfill the objectives of these rules. It may also formulate policies, guidelines, different types of forms, etc. from time to time as deem fit.

11.2 Repeal and savings

- (a) The Northern Electricity Supply Company Limited (Employees) Service Rules, 2019, is hereby repealed.
- (b) Notwithstanding such cancellation-
 - (i) orders, directions made or promulgated from time to time under the said Service Rules and in force immediately before the commencement of these Service Rules shall be deemed to have been made under these Service Rules;
 - (ii) any act done or measure taken under those Service Rules shall be deemed to have been done or taken under these Service Rules; and
 - (iii) if any act or measure taken under the said Service Rules remains incomplete or in progress, it shall be disposed of in accordance with the provisions of the said Service Rules.





Schedule of Recruitment & Promotion Guideline-2023

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Schedule of Recruitment & Promotion Guideline

(Grade-1 to Grade-8)

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
1	Managing Director (Grade-1)	Direct Recruitment	Maximum 60 years	<p>(a) At least graduate in Electrical/ Electrical and Electronic/Mechanical/Civil Engineering or Masters in Finance/ Business Administration/ Management/ Economics from any recognized university.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) At least 25 (Twenty Five) years' work experience of which at least 5 years in senior managerial position.</p> <p>(d) At least 5 (Five) years' work experience in the relevant field like electricity generation/transmission/distribution utilities.</p> <p>(e) Must be able to demonstrate knowledge about relevant govt. rules & regulations.</p> <p>(f) Must be able to demonstrate knowledge in company laws, labor laws, TQM, TPM, Preventive maintenance and corporate Governance etc.</p> <p>(g) Must demonstrate strong participatory leadership ability.</p> <p>(h) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy</p> <p>(i) The board may relax any qualifications for an extra-ordinary candidate.</p>	N/A



NESCO Service Core: Technical

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
1	Executive Director (Engineering /Operation) (Grade-2)	Direct Recruitment	Maximum 60 years	<ul style="list-style-type: none"> (a) At least graduate in Electrical/ Electrical and Electronic/Mechanical/Civil Engineering from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) At least 20 (Twenty) years' work experience in power generation/transmission/distribution utilities of which minimum one year experience as Chief Engineer/Equivalent or minimum 4 (Four) years' experience as a Superintending Engineer/Equivalent position. (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 company laws, labor laws, TQM, TPM, Preventive maintenance and corporate Governance. (g) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	N/A



Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
2	Chief Engineer (Operation/ Engineering/ Planning & Development/ Procurement) (Grade-3)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 57 years	<p>(a) At least graduate in Electrical/ Electrical and Electronic/ Mechanical/Civil Engineering from any recognized university.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 17 (Seventeen) years' work experience in power generation /transmission/distribution utilities of which minimum 3 (Three) years' experience as a Superintending Engineer/Equivalent position.</p> <p>(d) Must demonstrate experience in operations & maintenance of power system.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance.</p> <p>(g) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy.</p>	<p>(a) At least 3 (Three) years' experience as Superintending Engineer (Operation/ Engineering/ Procurement/Commercial Operation).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must pass aptitude test.</p>

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
3	Superintending Engineer (Operation/ Engineering/ Procurement/ Commercial Operation) (Grade-4)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 50 years	<ul style="list-style-type: none"> (a) At least graduate in Electrical/Electrical and Electronic/ Mechanical/Civil Engineering from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 14 (Fourteen) years' work experience in power generation transmission/distribution utilities of which minimum 4 (Four) years' experience as an Executive Engineer/Equivalent position. (d) Must demonstrate experience in operations & maintenance of power system. (e) Must demonstrate strong participatory leadership ability. (f) Must be able to demonstrate knowledge in TQM, TPM, Preventive maintenance and corporate Governance. (g) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	<ul style="list-style-type: none"> (a) At least 4 (Four) years' experience as Executive Engineer (Operation/ Engineering/Procurement/ Commercial Operation). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.







Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
4	Executive Engineer (S&D/ Engineering/ Procurement/ Commercial Operation) (Grade-5)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 40 years	<ul style="list-style-type: none"> (a) At least graduate in Electrical/ Electrical and Electronic/ Mechanical/Civil Engineering from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible (c) 10 (Ten) years' work experience in power generation /transmission/distribution utilities of which minimum 5 (Five) years' experience as a Sub-Divisional Engineer/Equivalent position. (d) Must demonstrate experience in operations & 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 TQM, TPM, Preventive maintenance and corporate Governance. (g) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	<ul style="list-style-type: none"> (a) At least 5 (Five) years' experience as Sub-Divisional Engineer (S&D/ Engineering/ Procurement/ Commercial Operation). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.







Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
5	Senior Medical Officer (Grade-5) (This post will be abolished from organogram after retirement of existing employees)	Promotion	N/A	N/A	(a) At least 5 (Five) years' experience as Senior Medical Officer (Grade-6). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.
6	Sub-Divisional Engineer (S&D/ Engineering/ Procurement/ Commercial Operation) (Grade-6)	Promotion	N/A	N/A	(a) At least 5 (Five) years' experience as Assistant Engineer (S&D/Engineering/ Procurement/Commercial Operation). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

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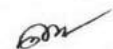

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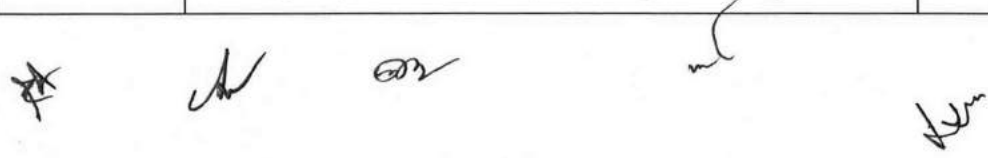
Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
7	Senior Medical Officer (Grade-6) (This post will be abolished from organogram after retirement of existing employees)	N/A	N/A	N/A	N/A
8	Assistant Engineer (S&D/ Engineering/ Procurement/ Commercial Operation) (Grade-7)	Promotion or Direct Recruitment	Maximum 30 years	(a) At least graduate in Electrical/ Electrical and Electronic/ Mechanical/Civil Engineering from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years.	(a) At least 6 (Six) years' experience as Sub Assistant Engineer (S&D/Engineering/ Procurement). (b) Satisfactory service records. (c) Sound health condition. (d) Not more than 33% to be filled by promotion. (e) Must pass aptitude test.

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
9	Sub Assistant Engineer (S&D/ Engineering/ Procurement) (Grade-8)	Direct Recruitment	Maximum 30 years	(a) At least Diploma in Electrical/ Mechanical/Civil/Power Technology from any recognized Educational Institution. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years.	N/A

NESCO Service Core: Admin

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
1	Executive Director (Admin & HRD) (Grade-2)	Deputation by Govt. Order from BCS Administration Cadre	N/A	N/A	N/A
2	General Manager (Admin & HRD) (Grade-3)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 57 years	<p>(a) At least Master Degree in HR/Management or any other relevant subject from any recognized university.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 17 (Seventeen) years' work experience of which minimum 3 (Three) years' experience as a Deputy General Manager/Equivalent position in relevant field</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TQM and Corporate Governance.</p> <p>(f) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy.</p>	<p>(a) At least 3 (Three) years' experience as Deputy General Manager (Admin & HRD).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must pass aptitude test.</p>



Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
3	Company Secretary (Grade-4)	Promotion or Direct Recruitment (if competent candidate for promotion is not available) or Deputation	Maximum 50 years	<p>(a) At least Masters in law/ Management or MBA from any recognized university. Professional qualification from Institute of Chartered Secretaries of Bangladesh (CS/ACS/FCS) will get preference.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 14 (Fourteen) years' work experience of which minimum 4 (Four) years' experience as a Manager/Equivalent position in relevant field.</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 Bangla & English (written & verbal) and computer literacy.</p>	<p>(a) At least 4 (Four) years' experience as Deputy Company Secretary/Manager (Company Secretariat).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must have Professional qualification from Institute of Chartered Secretaries of Bangladesh (CS/ACS/FCS)</p> <p>(e) Must pass aptitude test.</p>







Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
4	Deputy General Manager (Admin & HRD) (Grade-4)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 50 years	<p>(a) At least Master Degree in HR/Management or any other relevant subject from any recognized university.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 14 (Fourteen) years' work experience of which minimum 4 (Four) years' experience as a Manager/Equivalent position in relevant field.</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 Bangla & English (written & verbal) and computer literacy.</p>	<p>(a) At least 4 (Four) years' experience as Manager (Admin & HRD)/Customer Service).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must pass aptitude test.</p>

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
5	Deputy General Manager (Legal & Company Affairs) (Grade-4)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 50 years	<ul style="list-style-type: none"> (a) At least Master Degree with 4 (Four) year Bachelor Degree in Law from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 14 (Fourteen) years' work experience of which minimum 4 (Four) years' experience as a Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Able to demonstrate knowledge in Company Law, TQM, Corporate Governance and Strategic Management will get preference. (f) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	<ul style="list-style-type: none"> (a) At least 4 (Four) years' experience as Manager (Legal & Corporate Affairs). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
6	Deputy Company Secretary (Grade-5)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 40 years	<p>(a) At least Masters in law/ Management or MBA from any recognized university. Professional qualification from Institute of Chartered Secretaries of Bangladesh (ACS/FCS) will be preferred.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 10 (Ten) years' work experience of which minimum 5 (Five) years' experience as a Deputy Manager/Equivalent position in relevant field.</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 Bangla & English (written & verbal) and computer literacy.</p>	<p>(a) At least 5 (Five) years' experience as Deputy Manager (Admin & HRD/ Company Secretariat).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Professional qualification from Institute of Chartered Secretaries of Bangladesh (CS/ACS/FCS) will be preferred</p> <p>(e) Must pass aptitude test.</p>

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
7	Manager (Admin & HRD/ Customer Service/ Company Secretariat) (Grade-5)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 40 years	(a) At least Master Degree in HR/Management or any other relevant subject from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 10 (Ten) years' work experience of which minimum 5 (Five) years' experience as a Deputy Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance. (f) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy.	(a) At least 5 (Five) years' experience as Deputy Manager (Admin & HRD/ Company Secretariat). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
8	Manager (Legal & Corporate Affairs) (Grade-5)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 40 years	<ul style="list-style-type: none"> (a) At least Master Degree with 4 (Four) year Bachelor Degree in Law from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 10 (Ten) years' work experience of which minimum 5 (Five) years' experience as a Deputy Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Able to demonstrate knowledge in Company Law, TQM, Corporate Governance and Strategic Management will get preference. (f) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	<ul style="list-style-type: none"> (a) At least 5 (Five) years' experience as Deputy Manager (Legal & Corporate Affairs). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.
9	Deputy Manager (Admin & HRD/ Company Secretariat) (Grade-6)	Promotion	N/A	N/A	<ul style="list-style-type: none"> (a) At least 5 (Five) years' experience as Assistant Manager (Admin & HRD/PR/Company Secretariat). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
10	Deputy Manager (Legal & Corporate Affairs) (Grade-6)	Promotion	N/A	N/A	(a) At least 5 (Five) years' experience as Assistant Manager (Legal & Corporate Affairs). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.
11	Assistant Manager (Admin & HRD/PR/ Company Secretariat) (Grade-7)	Promotion or Direct Recruitment	Maximum 30 years	(a) At least Master Degree in HR /Management or any other relevant subject from any recognized university. (b) Candidates passed in the grading system must possess a least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years.	(a) At least 6 (Six) years' experience as Junior Assistant Manager (Admin & HRD/Company Secretariat). (b) Satisfactory service records. (c) Sound health condition. (d) Not more than 33% to be filled by promotion. (e) Must pass aptitude test.



Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
12	Assistant Manager (Legal & Corporate Affairs) (Grade-7)	Promotion or Direct Recruitment	Maximum 30 years	<ul style="list-style-type: none"> (a) At least Master Degree with 4 (Four) year Bachelor Degree in Law from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years. 	<ul style="list-style-type: none"> (a) At least 6 (Six) years' experience as Junior Assistant Manager (Legal and Corporate Affairs) (b) Satisfactory service records. (c) Sound health condition. (d) Not more than 33% to be filled by promotion. (e) Must pass aptitude test.
13	Head Master (Secondary School) (Grade-7)	Promotion or Direct Recruitment	-	<ul style="list-style-type: none"> (a) At least Master Degree with Bachelor Degree in any subject from any recognized university/Bachelor Degree with B.Ed (b) (b) 15 (fifteen) years of teaching experience of which 3 (three) years' experience as Indexed Head Master of Lower Secondary School/ Indexed Assistant Head Master of Secondary School/Indexed Head Master of Secondary School. (c) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (d) Must demonstrate strong participatory leadership ability. (e) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	<ul style="list-style-type: none"> (a) At least 15 (Fifteen) years' experience as Assistant Teacher (Secondary). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
14	Junior Assistant Manager (Admin & HRD/ Company Secretariat) (Grade-8)	Direct Recruitment	Maximum 30 years	(a) At least Bachelor Degree (Honors) in HR /Management or any other relevant subject from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years.	N/A
15	Junior Assistant Manager (Legal & Corporate Affairs) (Grade-8)	Direct Recruitment	Maximum 30 years	(a) At least Bachelor Degree (Honors) in Law from any recognized university (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must be able to demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years.	N/A

NESCO Service Core: Finance

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
1	Executive Director (Finance) (Grade-2)	Direct Recruitment or Deputation	Maximum 60 years	<p>(a) At least Master Degree or MBA in Finance/Accounting from any recognized university. Candidates having FCA/FCMA will be given preference.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) At least 20 (Twenty) years' work experience in relevant field with minimum one year experience as General Manager/Equivalent or minimum 4 (Four) years' experience as a Deputy General Manager/Equivalent position.</p> <p>(d) Must demonstrate knowledge in govt. financial rules & regulations, PPA, PPR, etc.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TQM and corporate Governance.</p> <p>(g) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy.</p>	N/A

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
2	General Manager (Finance) (Grade-3)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 57 years	<p>(a) At least Master Degree or MBA in Finance/Accounting from any recognized university. Candidates having FCA/FCMA will be given preference.</p> <p>(b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 17 (Seventeen) years' work experience of which minimum 3 (Three) years' experience as a Deputy General Manager/Equivalent position in relevant field.</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 Bangla & English (written & verbal) and computer literacy.</p>	<p>(a) At least 3 (Three) years' experience as Deputy General Manager (Accounts/Budget & Planning/Control & Compliance/Audit/Revenue Assurance).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must pass aptitude test.</p>

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
3	Deputy General Manager (Accounts/ Budget & Planning/ Control & Compliance/ Audit/ Revenue Assurance) (Grade-4)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 50 years	<ul style="list-style-type: none"> (a) At least Master Degree or MBA in Finance/Accounting from any recognized university. Candidates having ACA/ACMA will be given preference. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 14 (Fourteen) years' work experience of which minimum 4 (Four) years' experience as a Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Must be able to demonstrate knowledge in TPM, TQM, Preventive maintenance and corporate Governance. (f) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. 	<ul style="list-style-type: none"> (a) At least 4 (Four) years' experience as manager (Finance/Audit/Revenue Assurance). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
4	Manager (Finance/ Audit/ Revenue Assurance) (Grade-5)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 40 years	<p>(a) At least Master Degree or MBA in Finance/Accounting from any recognized university. Candidates having ACA/ACMA will be given preference.</p> <p>(b) Candidates passed in the grading system must possess at least at CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) 10 (Ten) years' work experience of which minimum 5 (Five) years' experience as a Deputy Manager/Equivalent position in relevant field.</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 Bangla & English (written & verbal) and computer literacy</p>	<p>(a) At least 5 (Five) years' experience as Deputy manager (Finance/Audit/Revenue Assurance)</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must pass aptitude test.</p>
5	Deputy Manager (Finance/ Audit/ Revenue Assurance) (Grade-6)	Promotion	N/A	N/A	<p>(a) At least 5 (Five) years' experience as Assistant manager (Finance/Audit/Revenue Assurance).</p> <p>(b) Satisfactory service records.</p> <p>(c) Sound health condition.</p> <p>(d) Must pass aptitude test.</p>

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
6	Assistant manager (Finance/ Audit/ Revenue Assurance) (Grade-7)	Promotion or Direct Recruitment	Maximum 30 years	<ul style="list-style-type: none"> (a) At least Master Degree or MBA in Finance/Accounting from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years. 	<ul style="list-style-type: none"> (a) At least 6 (Six) years' experience as Junior Assistant manager (Finance/Audit/Revenue Assurance). (b) Satisfactory service records. (c) Sound health condition. (d) Not more than 33% to be filled by promotion. (e) Must pass aptitude test.
7	Junior Assistant Manager (Finance/ Audit/ Revenue Assurance) (Grade-8)	Promotion or Direct Recruitment	Maximum 30 years	<ul style="list-style-type: none"> (a) At least Bachelor degree or BBA in Finance/Accounting from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal) and computer literacy. (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years. 	<ul style="list-style-type: none"> (a) At least 5 (Five) years' experience as Accountant (Grade-9) (b) Must have graduate degree in Commerce. (c) Satisfactory service records. (d) Sound health condition. (e) Not more than 33% to be filled by promotion. (f) Must pass aptitude test.

NESCO Service Core: ICT

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
1	General Manager (ICT) (Grade-3)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 57 years	<ul style="list-style-type: none"> (a) At least post-graduation/4 (Four) years graduation in Computer Science or ICT or relevant subject from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 17 (Seventeen) years' work experience of which minimum 3 (Three) years' experience as a Deputy General Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. (f) Must have strong communication skill in Bangla & English (written & verbal). 	<ul style="list-style-type: none"> (a) At least 3 (Three) years' experience as Deputy General Manager (ICT & Billing/ICT Operation & Automation). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
2	Deputy General Manager (ICT & Billing/ICT Operation & Automation) (Grade-4)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 50 years	<ul style="list-style-type: none"> (a) At least post-graduation/4 (Four) years graduation in Computer Science or ICT or relevant subject from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 14 (Fourteen) years' work experience of which minimum 4 (Four) years' experience as a Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. (f) Must have strong communication skill in Bangla & English (written & verbal). 	<ul style="list-style-type: none"> (a) At least 4 (Four) years' experience as Manager (ICT). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
3	Manager (ICT) (Grade-5)	Promotion or Direct Recruitment (if competent candidate for promotion is not available)	Maximum 40 Years	(a) At least post-graduation/4 (Four) years graduation in Computer Science or ICT or relevant subject from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) 10 (Ten) years' work experience of which minimum 5 (Five) years' experience as a Deputy Manager/Equivalent position in relevant field. (d) Must demonstrate strong participatory leadership ability. (e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. (f) Must have strong communication skill in Bangla & English (written & verbal).	(a) At least 5 (Five) years' experience as Deputy Manager (ICT). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.
4	Deputy Manager (ICT) (Grade-6)	Promotion	N/A	N/A	(a) At least 5 (Five) years' experience as Assistant Manager (ICT). (b) Satisfactory service records. (c) Sound health condition. (d) Must pass aptitude test.






Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion
5	Assistant Manager (ICT) (Grade-7)	Promotion or Direct Recruitment	Maximum 30 years	<ul style="list-style-type: none"> (a) At least post-graduation/4 (Four) year's graduation in Computer Science or ICT or relevant subject from any recognized university. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal). (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years. 	<ul style="list-style-type: none"> (a) At least 6 (Six) years' experience as Junior Assistant manager (ICT/Customer service, Q & M/Customer service, Smart Metering). (b) Satisfactory service records. (c) Sound health condition. (d) Not more than 33% to be filled by promotion. (e) Must pass aptitude test
6	Junior Assistant Manager (ICT/Customer service, Q & M/Customer service, Smart Metering) (Grade-8)	Direct Recruitment	Maximum 30 years	<ul style="list-style-type: none"> (a) At least graduation or diploma in Computer Science or ICT or relevant subject from any recognized educational Institution. (b) Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 and passed in the conventional system (class/division) must possess at least 2nd class/division. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bangla & English (written & verbal). (e) In case of departmental candidate having required qualification, age may be relaxed up to 35 years. 	N/A

Schedule of Recruitment & Promotion Guideline
(Grade-9 to Grade 16)

NESCO Service Core: Technical

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
1	Foreman (C) (Grade-9)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Foreman (B). (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test (including Practical) (e) Must have training in relevant field (at least 30 days).	
2	Sub-Station Attendant (D) (Grade-10)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Sub-Station Attendant (C). (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test (including Practical). (e) Must have training in relevant field (at least 30 days).	
3	Foreman (B) (Grade-10)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Foreman (A). (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test (including Practical). (e) Must have training in relevant field (at least 30 days).	

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
4	Foreman (A) (Grade-11)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Lineman (C)/Cable Jointer (C) (b) Satisfactory service record. (c) Sound Physical and mental health. (d) Must pass aptitude test (including Practical). (e) Must have training in relevant field (at least 30 days).	
5	Sub-Station Attendant (C) (Grade-11)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Sub-Station Attendant (B). (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test (including Practical). (e) Must have training in relevant field (at least 30 days).	
6	Pharmacist (Grade-11)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
7	Lineman (C) (Grade-12)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Lineman (B). (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test. (e) Must have training in relevant field (at least 30 days).	
8	Cable Jointer (C) (Grade-12)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Cable Jointer (B). (b) Satisfactory service record.	This post will be abolished from organogram after retirement of

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
					(c) Sound physical and mental health. (d) Must pass aptitude test. (e) Must have training in relevant field (at least 30 days).	existing employees.
9	Sub-Station Attendant (B) (Grade-12)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Sub-Station Attendant (A) or Technician-Zonal Repairing Shop. (b) Satisfactory service record. (c) Sound physical and mental health. (d) Computer literacy preferred. (e) Must pass aptitude test (including Practical). (f) Must have training in relevant field (at least 30 days).	
10	Store Keeper (C) (Grade-12)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as store Keeper (B). (b) Satisfactory service record. (c) Sound physical and mental health. (d) Computer literacy preferred. (e) Must pass aptitude test. (f) Must have training in relevant field (at least 30 days).	
11	Cable Jointer (B) (Grade-13)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
12	Lineman (B) (Grade-13)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Lineman (A). (b) Satisfactory service record. (c) Sound physical and mental health.	

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
					(d) Must pass aptitude test. (e) Must have training in relevant field (at least 30 days).	
13	Sub-Station Attendant (A)/ Technician-Zonal Repairing Shop (Grade-13)	Direct recruitment	Maximum 30 years	(a) At least HSC/Equivalent in science from any recognized Education Board. (b) Equivalent vocational certificate in science from any recognized institute will be given preference. (c) Candidates passed in the grading system must possess at least GPA 3.0 on a scale of 5.0 and GPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible. (d) Experience in relevant field will be given preference. (e) Sound physical and mental health.	N/A	
14	Store Keeper (B) (Grade-13)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Store Keeper (A) (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test. (e) Must have training in relevant field (at least 30 days).	

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
15	Pump Operator-B (Grade-13)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
16	Fitter-C (Grade-13)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
17	Engine Driver (Grade-13)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
18	Pipe Fitter-B (Grade-13)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
19	Lineman (A) (Grade-14)	Promotion	N/A	N/A	(a) 5 (Five) years' experience as Helper. (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must pass aptitude test. (e) Must have training in relevant field (at least 30 days).	
20	Store Keeper (A) (Grade-14)	Promotion or Direct	Maximum 30 years	(a) At least Bachelor degree or equivalent certificate from any recognized university. (b) Candidates passed in the	(a) 10 (Ten) years' experience as Store Helper. (b) Must have at least	

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
		recruitment		<p>grading system must possess at least CGPA 3.0 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible.</p> <p>(c) Sound physical and mental health.</p> <p>(d) Must pass computer literacy test.</p> <p>(e) Experienced candidate in the relevant field will be given preference.</p>	<p>H.S.C/Equivalent Degree.</p> <p>(c) Satisfactory service record.</p> <p>(d) Sound physical and mental health.</p> <p>(e) Not more than 33% to be filled by promotion.</p> <p>(f) Must pass aptitude test.</p> <p>(g) Must have training in relevant field (at least 30 days).</p>	
21	Armature Winder (Grade-14)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
22	Complain Attendant (Grade-14)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
23	Meter Reader (Grade-14)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
24	Helper (Grade-15)	Direct recruitment	Maximum 30 years	(a) At least SSC or equivalent certificate from any recognized Education Board. (b) Electrician Work Permit License from Office of the Chief Electric Inspector will be given preference. (c) Sound physical and mental health. (d) Work experience in relevant field will be given preference.	N/A	
25	Store Helper (Grade-16)	Direct recruitment	Maximum 30 years	(a) SSC or equivalent certificate from any recognized Education Board. (b) Sound physical and mental health. (c) Computer Literacy preferred.	N/A	

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NESCO Service Core: Admin

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
1	Assistant Teacher (Secondary) (Grade-9)	Direct Recruitment	Maximum 30 years (Age may be relaxed for indexed candidates)	<ul style="list-style-type: none"> (a) At least Bachelor degree (Honors) or equivalent certificate in any subject from any recognized university. (b) Candidates with B.Ed Degree would be given preference. (c) Candidates passed in the grading system must possess at least CGPA 3.0 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible. (d) Sound physical and mental health. (e) Must have Computer literacy (MS word, Excel, Power point & e-mailing). 	N/A	
2	Headmaster (Primary) (Grade-10)	Promotion or Direct Recruitment	Maximum 35 years	<ul style="list-style-type: none"> (a) At least Master degree or equivalent certificate in any subject from any recognized university. (b) Candidates passed in the grading system must possess at least CGPA 3.0 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Sound physical and mental health. (d) Must have Computer literacy (MS word, Excel, Power point & e-mailing). 	<ul style="list-style-type: none"> (a) 7 (Seven) years' experience as Assistant Teacher (Primary School) with relevant training. (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must have computer literacy in MS Office (Word, Excel, Power Point) & e-mail communications. 	

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
3	Junior Admin Assistant (Grade-11)	Promotion or Direct Recruitment	Maximum 30 years	(a) At least Bachelor degree or equivalent certificate from any recognized university. (b) Candidates passed in the grading system must possess at least CGPA 3.0 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Sound physical and mental health. (d) Must have Computer literacy (MS word, Excel, Power point & e-mailing).	(a) 5 (Five) years' experience as Upper Division Assistant. (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must have computer literacy in MS Office (Word, Excel, Power Point) & e-mail communications. (e) Must pass aptitude test. (f) Must have training in relevant field (at least 30 days).	
4	Senior Data Entry Operator (Grade-11)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
5	Upper Division Assistant (Grade-12)	Promotion	N/A	N/A	(a) 10 (Ten) years' experience as Lower Division Assistant (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must have computer literacy in MS Office	This post will be abolished from organogram after retirement of existing employees.

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
					(Word, Excel, Power Point) & e-mail communications. (e) Must have training in relevant field (at least 30 days).	
6	Steno typist (Grade-12)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
7	Assistant Teacher (Primary School) (Grade-14)	Direct recruitment	Maximum 30 years	(a) At least Bachelor degree (Honors) or equivalent certificate in any subject from any recognized university. (b) Candidates passed in the grading system must possess at least CGPA 3.0 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Sound physical and mental health. (d) Must have Computer literacy (MS word, Excel, Power point & e-mailing).	N/A	
8	Driver (Grade-14)	Direct recruitment	Maximum 30 years	(a) At least SSC or equivalent from any recognized Education Board. (b) Educational qualification may be relaxed for experienced candidates. (c) Must have valid Driving License. (d) Sound physical and mental health	N/A	

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
				with eye sight 6/6. (c) Must pass aptitude test		
9	Lab Assistant (Grade-14)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
10	Lower Division Assistant (Grade-14)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
11	Security Guard (Grade-16)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
12	Bearer (Grade-16)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
13	Cleaner (Grade-16)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.

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Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
14	Cook + Assistant Cook (Grade-16)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.
15	Office Assistant + MLSS (Grade-16)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.







NESCO Service Core: Finance

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
1	Accountant (Grade-9)	Promotion	N/A	N/A	(a) 10 (Ten) years' experience as Assistant Accountant. (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must have computer literacy in MS Office (Word, Excel, Power Point) & e-mail communications. (e) Must have training in relevant field (at least 30 days).	
2	Assistant Accountant (Grade-11)	Promotion or Direct Recruitment	Maximum 30 years	(a) At least Bachelor Degree in Commerce/Business Studies from any recognized university. (b) Candidates passed in the grading system must possess at least CGPA 3.0 on a scale of 5.0 and CGPA 2.5 on a scale of 4.0. Candidate having third Division/Class at any stage of academic career shall not be eligible. (c) Sound physical and mental health. (d) Must have computer literacy in MS Office (Word, Excel, Power Point) & e-mail communications.	(a) 5 (Five) years' experience as Senior Account Assistant. (b) Satisfactory service record. (c) Sound physical and mental health. (d) Must have computer literacy in MS Office (Word, Excel, Power Point) & e-mail communications. (e) Must have training in relevant field (at least 30 days).	
3	Senior Account Assistant (Grade-12)	Promotion	N/A	N/A	(a) 10 (Ten) years' experience as Junior Assistant Accountant. (b) Satisfactory service record. (c) Sound physical and mental health.	This post will be abolished from organogram after retirement of

Sl. No.	Name of the post	Recruitment Procedure	Age Limit for Direct Recruitment	Qualifications for Direct Recruitment	Qualifications for Promotion	Remarks
					(d) Must have computer literacy in MS Office (Word, Excel, Power Point) & e-mail communications. (e) Must have training in relevant field (at least 30 days).	existing employees.
4	Junior Assistant Accountant (Grade-14)	N/A	N/A	N/A	N/A	This post will be abolished from organogram after retirement of existing employees.







Schedule of imposing penalty

The power to impose penalty upon an employee shall vest upon appointing authority or the delegated authority in the following manners-

SI No.	Employee Grade	Authority to impose penalty	Appellate Authority	Remarks
01	Grade III to VIII	Managing Director	Board of Directors	In cases of termination of contract and dismissal from service, the Managing Director and Executive Director (Admin & HRD) shall consult with the Board.
02	Grade IX to XVI	Executive Director (Admin & HRD)	Managing Director	

[Handwritten signatures and initials]