



Ref: BIFPCL/HRD/2016/178

Date: 04.08.2016

CAREER IN POWER SECTOR

Bangladesh-India Friendship Power Company (Pvt.) Limited (BIFPCL), a 50:50 Joint Venture Company of Bangladesh Power Development Board (BPDB), Bangladesh and NTPC Limited, India is setting up a 2x660 MW Maitree Super Thermal (Coal Based) Power Project at Rampal in Bagerhat District of Bangladesh. The Company is looking for some energetic and promising candidates for immediate appointment on temporary basis to the following posts and invites applications from Bangladeshi nationals:

| Sl. No. | Name of Post & Age Limit | No. of Post | Job Location | Educational Qualification and Experience | Remuneration |
|---------|--|-------------|-------------------------------|--|---|
| 01 | Deputy Manager (Admin and Security) Maximum age limit is 40 years on the date of submission of application | 01(one) | Rampal Project Site, Bagerhat | Qualification: Masters with Honors in any discipline (or equivalent) from a reputed public/private university of Bangladesh with at least 2(two) first class/division/equivalent CGPA and no 3 rd class/division/equivalent CGPA in the academic career. Experience: Minimum 5(five) years' working experience (as on the last date of submission of application) as Assistant Manager or equivalent in administration and security related jobs. Candidates should be conversant with labor law, TQM, corporate governance, liaison with government agencies etc. and able to imbibe organizational culture. Candidate also must be well conversant in English and practical knowledge in computer. Additional Qualification: The candidate having diploma/training in Human Resource Management and Organizational Behavior related course such as Social Compliance, Code of Conduct, Labor Law, Social audit, HRIS etc. will get preference. | Basic Salary: Tk. 70,000/- + House rent allowance, other allowances and benefits as per rules / policy of BIFPCL (Expected emoluments of the order of 1,00,000.00 +). |
| 02 | Deputy Manager (Fire and Safety) Maximum age limit is 40 years on the date of submission of application | 01(one) | Rampal Project Site, Bagerhat | Qualification: Masters with Honors in any discipline (or equivalent) from a reputed public/private university of Bangladesh with at least 2(two) first class/division/equivalent CGPA and no 3 rd class/division/equivalent CGPA in the academic career. Experience: At least 5 (five) years' working experience (as on the last date of submission of application) as an Officer or equivalent in health, safety and fire related jobs in a reputed company. The candidate should be conversant with relevant applicable laws, rules and regulations. Candidate must be well conversant in English and practical knowledge in computer. Additional Qualification: Candidate having diploma/training in industrial safety/fire / occupational safety and health administration safety and experience in the Coal Based Power Plant will get preference. | Basic Salary: Tk. 70,000/- + House rent allowance, other allowances and benefits as per rules / policy of BIFPCL (Expected emoluments of the order of 1,00,000.00 +). |



Bangladesh-India Friendship Power Company (Pvt.) Ltd.
(A Joint Venture Company of BPDB and NTPC)
Registered Office: BorakUnique Heights(Level-17), 117,KaziNazrul Islam Avenue
Esaton Garden, Dhaka-1000

| Sl. No. | Name of Post & Age Limit | No. of Post | Job Location | Educational Qualification and Experience | Remuneration |
|---------|--|-------------|--|---|---|
| 03 | Junior Assistant Manager (Company Secretariat) Maximum age limit 35 years on the date of submission of application | 01 (one) | Corporate Office, Dhaka/ Rampal Project Site, Bagerhat | Qualification: Post-graduation degree in commerce / law with partly qualified (at least appeared in the Intermediate/executive Level-III) in Chartered Secretaries Course and with at least 2 (two) first division / class / equivalent CGPA and no 3 rd class / division / equivalent CGPA in academic career. Post-graduation in Law / Finance will be an added advantage. Experience: Minimum 1 (one) year's working experience (as on the last date of submission of application) as Assistant Company Secretary (or equivalent) in a reputed company. The applicant must be well conversant with practical knowledge in computer and required legal matter and fluent in English and Bengali to work independently. Additional Qualification: Candidates having knowledge in Companies Act, Labor Law, Taxes Law etc. and function relating to BOI, BB, NBR, BSEC and RJSC and having multi disciplinary qualifications and experience in Joint Venture Company will be preferred. | Basic Salary: Tk. 40,000/- + House rent allowance, other allowances and benefits as per rules / policy of BIFPCL (expected emoluments of the order of 70,000.00 +). |
| 04 | Junior Assistant Manager (Taxation) Maximum age limit 35 years on the date of submission of application | 01(one) | Corporate Office, Dhaka/ Rampal Project Site, Bagerhat | Qualification: Post-graduation degree in Accounting/Finance with Income Tax Practitioner Certificate (I.T.P.) course completed from National Board of Revenue (NBR) and at least 2(two) first divisions / class / equivalent CGPA and no 3 rd class / division / equivalent CGPA in academic career. Experience: Minimum 1 (one) year's working experience (as on the last date of submission of application) as Officer (or equivalent) in Accounts and Taxation jobs in a reputed company. The applicant must be well conversant with practical knowledge in computer and required legal matter and fluent in English and Bengali to work independently. Additional Qualification: The candidate having completed C.A (C.C.) course along with 4/5 subjects in knowledge level examination of CA course will get preference. | Basic Salary: Tk. 40,000/- + House rent allowance, other allowances and benefits as per rules / policy of BIFPCL (Expected emoluments of the order of 70,000.00 +). |



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| 05 | Junior Assistant Manager (Public Relations) Maximum age limit is 30 years on the date of submission of application | 01(one) | Corporate Office, Dhaka/ Rampal Project Site, Bagerhat | Qualification: Masters with Honors in Mass Communication and Journalism from a reputed public/private university of Bangladesh with at least 2(two) first class/division/equivalent CGPA and no 3 rd class/division/equivalent CGPA in the academic career. Experience: Minimum 1 (one) year's working experience (as on the last date of submission of application) as Officer or equivalent in Public Relations jobs in a reputed company/organization. The applicant must be well conversant with practical knowledge in computer, audio-visual, report writing and public relations activities. The candidate should be fluent in English and Bengali conversation and skilled in written communication both in English and Bengali. He/she should be capable to work independently under pressure. Additional Qualification: Candidates having experience of working in Print and Electronic media are encouraged to apply. Experience of organizing various campaigns / communication events will be an asset. | Basic Salary: Tk. 40,000/- + House rent allowance, other allowances and benefits as per rules / policy of BIFPCL (Expected emoluments of the order of 70,000.00 +). |
| 06 | Medical Assistant Maximum age limit 30 years on the date of submission of application. | 01(one) | Rampal Project Site, Bagerhat | Qualification: 04 (four) years (including one year internship) Diploma in Medical Assistant from approved Institute of the Government and recognized & registered by Bangladesh Medical and Dental Council (BMDC). Basic knowledge of computer is required. No 3 rd class is acceptable in the academic career. Experience: Minimum 1(one) year's working experience as Medical Assistant/equivalent in a reputed company/organization. Additional Qualification: Candidate must be a professional member of Bangladesh Medical and Dental Council. | Basic Salary: Tk. 40,000/- + House rent allowance, other allowances and benefits as per rules / policy of BIFPCL (Expected emoluments of the order of 70,000.00 +). |

Requirements:

- Applicants may submit their applications (cover letter) to the Managing Director, Bangladesh-India Friendship Power Company (Pvt.) Limited, Unique Heights Borak (Level-17), 117 Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1000 on or before the office hours on **31 August, 2016** along with detailed signed CV, attested copies of all educational and experience certificates, national ID card and 03(three) copies of recent PP size photographs.
- Candidates must submit a **Pay Order/Bank Draft for Tk. 1000/- payable for Serial No. 1 to 2 and Tk. 500/- for Serial No. 3 to 6** in the name of " Bangladesh-India Friendship Power Company (Pvt.) Limited" along with the aforesaid application.
- Incomplete application will not be considered. Only short listed candidates will be contacted.
- Candidate must mention the name of the applied post on the top of the envelope.
- BIFPCL reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Manager
Human Resource Department
BIFPCL