

নর্দান ইলেকট্রিসিটি সাপ্লাই কোম্পানি লিমিটেড

Northern Electricity Supply Company Limited

(An Enterprise of Bangladesh Power Development Board)

উপ-মহাব্যবস্থাপক (মানব সম্পদ ও প্রশাসন) এর দপ্তর

প্রধান কার্যালয়: বিদ্যুৎ ভবন, হেতেম খাঁ, রাজশাহী-৬০০০

web:www.nesco.gov.bd

Memo No: 27.29.0000.011.11.007.20-152

Date: 04/10/2021

Job Opportunity

Northern Electricity Supply Company (NESCO) Limited invites applications from eligible candidates from the bona fide citizens of Bangladesh for immediate appointment of the following post on contractual basis with renewal provision:

SL	Post	Required Educational Qualifications according to Service Rules	No. of Post	Pay Grade & Compensation Package
1	Deputy Company Secretary	At least Masters in Law / Management or MBA (Management) from any university recognized by UGC. Professional qualification from Institute of Chartered Secretaries of Bangladesh (ACS/FCS) will get preference.	1 (One)	Pay Grade-5 Basic Salary per month Taka 79000.00 plus*

*House rent, festival bonuses, recognized provident fund, group insurance, encashment of earned leave, gratuity, medical allowances and transport allowances will be provided as per company policy. Income tax shall have to be paid by the employee.

Job Description / Responsibilities:

The Deputy Company Secretary shall assist the Company Secretary for arranging Board meeting with the consent of the Chairman of the Board and the Managing Director and also arrange General meeting of the shareholders as and when necessary. Ensure timely circulation of notice and Board working papers to the Directors for Board meeting. Ensure recording of minutes of the Board meeting and that of the general meeting of the shareholders. Provide guidance and activities to the Board members in discharging their duties and responsibilities under the rules and regulations to which they are subject to, sign contracts, agreements and lease documents as well as all other confidential documents on behalf of the company if assigned. Circulate relevant part of the decisions of the Board to the respective officials of the company for implementation. Arrange to keep records and documents related to Board meeting and general meetings of the shareholders.

General Conditions:

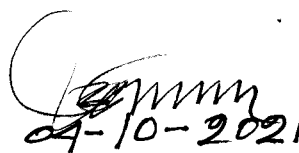
1. Age limit as on 07/10/2021 is maximum 40 (Forty) years. For departmental Candidates the age limit will be maximum 45 (Forty Five) years.
2. Candidates passed in the grading system must possess at least a CGPA 3.00 on a scale of 5.00 and a CGPA 2.50 on a scale of 4.00 and passed in the conventional system (class/division) must possess at least 2nd class/division. No third Division/Class or equivalent at any stage of the academic career shall be acceptable.
3. At least 4 (Four) years of experience in senior position in the relevant field. (Deputy Manager).
4. At least 7 (Seven) years work experience in the relevant field.
5. Must demonstrate strong participatory leadership ability.

A

6. Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.
7. Must have strong communication skill in English (written & oral) including computer literacy.
8. Incorrect/incomplete applications and applications received after deadline will not be entertained and will be liable for rejection at any stage of recruitment process.
9. Persuasion of any kind will automatically disqualify the candidature.
10. The appointing authority reserves the rights to accept or reject any application or the entire recruitment process and increase or decrease number of posts/positions as deemed appropriate. No explanation for such action will be provided.
11. No TA/DA will be provided to the applicants for appearing in the examination.
12. Candidates currently serving in Govt./Semi-Govt./Autonomous/Semi-Autonomous/Power Utility organizations must have to apply through proper channel.
13. The Examination schedule will be published later on considering the Covid-19 situation.
14. Candidates must have to submit academic certificates, requisite experience certificates, NOC (if applicable) and other documents before Viva Board. Failure to submit such documents will automatically disqualify the candidature.

Application Procedure:

- (i) Interested candidates shall have to apply through the 'Online Application Form' wherein a scanned photograph & signature of the candidates have to be inserted into due place.
- (ii) The online application Form will be available in the career site of <https://career.nesco.gov.bd> during application period from 07/10/2021 (12.00 AM) to 06/11/2021 (upto 5.00 PM).
- (iii) Candidates applied for the post shall have to pay Tk.1500/- (One Thousand Five Hundred) following necessary instructions mentioned in <https://career.nesco.gov.bd>.


04-10-2021

ABM Intiaz Uddin Ahmed
Deputy General Manager (HR & Admin.)
Northern Electricity Supply Company Limited