



নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিঃ
North-West Power Generation Co. Ltd.
ISO 9001:2015 ISO 14001:2015 & ISO 45001: 2018 Certified
(An Enterprise of Bangladesh Power Development Board)

Unique Trade Centre (Level-04)
8 Panthapath, Dhaka-1215
Phone: 9513527-29
Web: www.nwpgcl.gov.bd

Memo No.27.28.0000.501.11.001.19.0084

Date: 15/01/2020

CAREER OPPORTUNITY

North-West Power Generation Company Limited (An Enterprise of Bangladesh Power Development Board) is looking for an energetic and promising person for immediate appointment on contractual basis to the following post and invites applications with CV from Bangladeshi Nationals:

SL.	Name of the Post & Basic Salary	No. of Post	Required Educational Qualification	Experience	Age
01	Company Secretary Basic Salary: Tk. 1,05,000/-	01	Candidates must have Masters with Honors or L.L.M/MBA/ACS with Honors from a recognized University. No 3rd Division(s) /Class(s) at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA3.0 on the scale of 5.0 and a CGPA 2.5 on the scale of 4.0.	At least 12 (twelve) years of working experience as Assistant Manager/ Assistant Director/ Assistant Company Secretary and above in a large organization, including 04 (four) years of working experience as Manager (HR/Admin)/ Deputy Company Secretary or equivalent position in Administrative/ Secretarial functions.	Age should be maximum 50 (Fifty) years on 15.01.2020

Compensation Package:

- House rent allowance, medical benefits, festival bonus, gratuity, other fringe benefits & allowances as per the pay structure and the rules of North-West Power Generation Company Limited.
- Income Tax: To be paid by the employee.

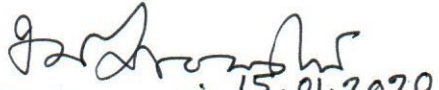
General Conditions:

- The post applied for must be marked on the top of the envelope.
- Persons employed in Government / Semi-Government / Autonomous organization(s)/Govt. owned company(s) should apply through proper channel.
- The candidate must demonstrate strong participatory leadership ability and must be able to demonstrate knowledge in Company Law, Stock/Share Management and Corporate Governance.
- The candidate should be fluent in spoken and written Bengali and English languages and should be conversant in computer applications, especially in MS Word, Excel and Power Point etc.
- The candidate should also be capable of working in challenging and stressful situations.
- Any incomplete application will not be considered.
- Persuasion of any kind will disqualify the candidate.
- North-West Power Generation Company Limited management reserves the right to cancel any or all applications without assigning any reasons whatsoever.
- Only short listed candidates will be called for written test/interview or both.

Submission of Application:

Application (cover letter) with a detailed CV and attested copies of all educational certificates including other activities, all educational transcripts/mark sheets, experience certificate (s), national ID card and nationality certificate, 3 copies recent PP size photograph must reach by 05.02.2020 (within office hour) to **The Chief Executive Officer (CEO), North-West Power Generation Company Limited, Unique Trade Centre (Level-3&4), 8 Panthapath, Kawranbazar, Dhaka-1215.**

The CV chronologically must include (A) Name, (B) Father's Name, (C) Mother's Name, (D) Permanent Address, (E) Present / Mailing Address, (F) Contact Number(s), (G) National ID Card Number, (H) Date of Birth, (I) Age on 15.01.2020, (J) Educational Qualification stating i. Name of Examination, ii. Board /Institute /University, iii. Group / Subject, iv. Passing Year, v. Division / Class / CGPA obtained, (K) Professional Qualification & Membership (if any), (L) Experience, (M) Training (if any), (N) Special Works / Activities Performed (if any) (O) Signature of the Applicant.


(Md. Mamunur Rahman Mondal)
General Manager (HR & Admin.)
Human Resources Division
North-West Power Generation Company Limited