

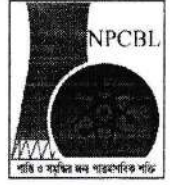


নিউক্লিয়ার পাওয়ার প্ল্যান্ট কোম্পানী বাংলাদেশ লিমিটেড

Nuclear Power Plant Company Bangladesh Limited

(An Enterprise of Bangladesh Atomic Energy Commission)

শান্তি ও সমৃদ্ধির জন্য পারমাণবিক শক্তি



No. 39.10.0000.102.11.002.18-408

Date : 13 October, 2020

Employment Notice *for the post of* **Deputy Company Secretary**

Nuclear Power Plant Company Bangladesh Limited (NPCBL) is inviting applications from Bangladeshi Citizens for appointment for the post of Deputy Company Secretary as per following description :

Number of Post:

01 (One)

Minimum Qualification and Experience:

- Chartered Secretary having Membership of Institute of Chartered Secretaries of Bangladesh (ICSB)
- 9 (nine) years of experience in Corporate Secretarial Affairs
- Conversance in Computer Applications, especially in MS Word, MS Excel, MS Power Point and Unicode Typing, etc.
- GPA/CGPA of at least 3.00 out of 5.00 or at least 2.50 out of 4.00 in Public Exams
[Candidates having at least 2nd Division/Class in Public Exams under Conventional Result System may apply]
- Excellent Communication Skills and fluency in spoken and written both in Bangla and English languages.

Maximum Age on 15.11.2020 :

45 (Forty-Five) years

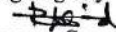
Salary, Benefits and other Conditions :

1. Appointment will be made on contractual basis for a period of 3 (three) years with renewal provision including a probationary period of 6 (Six) months.
2. During Probationary Period, an incumbent will be entitled to Basic Pay @ Tk. 1,09,200/- (Taka One Lac Nine Thousand Two Hundred) per month and House Rent Allowance as per the pay structure and rules of NPCBL. Upon successful completion of the probationary period, he/she will be entitled to other fringe benefits as per NPCBL Rules and Policies applicable for Head Quarter Employees.
3. At the time of joining NPCBL, an incumbent will be required to submit Declaration regarding Confidentiality and Security and a declaration that if at any time he/she is found to be harmful for the security of the company or of the state or of the government or of any NPP then the authority may take any legal action including immediate termination of service without any compensation.

Application and Selection Procedure :

1. Interested candidates must apply through “**Online Application Form**” wherein required information along with scanned photograph and signature of the candidate shall have to be uploaded. The Online Application Form will be available at <http://npcbl.teletalk.com.bd> during the application period from 22.10.2020 to 15.11.2020 (until 11:59 PM).
Each Applicant must pay Non-refundable Tk. 500/- (Taka Five Hundred) through SMS from any Teletalk Mobile Connection in accordance with necessary instructions mentioned in <http://npcbl.teletalk.com.bd> for confirming application.
2. An applicant working with any state-owned organization must obtain on any date prior to submission of Application an “**NOC [No Objection Certificate]** for application issued by the Employer” which shall have to be shown at the time of Viva Voce Test.
3. Candidates will be selected through written and viva voce tests/exams, proper scrutiny of relevant documents and upon obtaining necessary security clearance. Candidates having foreign degree must submit equivalency certificate from UGC, at the time of interview. No TA/DA/Allowance will be provided for attending the exams.
4. Persuasion of any kind will disqualify a candidate.
5. NPCBL reserves the right to increase / decrease the number of posts and reject any or all applications without assigning any reason whatsoever.

For details, please visit : www.rooppurnpp.gov.bd or <http://npcbl.portal.gov.bd>


- Company Secretary