



Bangladesh Smart Electrical Company Limited

(A state-owned Joint Venture Manufacturing Company of
West Zone Power Distribution Company & Hexing Electrical Co. Ltd.)
35, Boyra Main Road Khulna.



Memo No: 2021.05.16/BD/BSECO/93

Date: 16.05.2021

CAREER OPPORTUNITY

Bangladesh Smart Electrical Company Limited (BSECO) is a Joint Venture Company of West Zone Power Distribution Company Limited engaged in manufacturing/assembling of Smart Prepayment Meter and other electrical equipment's, invites application from the competent citizen of Bangladesh for appointment to the following posts:

Sl	Name of the post, Monthly Gross Pay, No. of Post & age limit.	Required Qualifications, Experience & Job Description
1	2	3
1	Company Secretary Gross Salary Tk- 99,000 No. of Post : 01(one) Age limitation: Maximum 40 years.	a) At least graduate in Law, Management, MBA or any other relevant subject from any recognized university. CMA/CA will get preference as additional qualification. b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.0 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0. c) At least 8 years working experience in the relevant field and minimum 3 (Three) years of experience in senior position as Manager or equivalent in the relevant field. d) Must demonstrate strong participator leadership ability. e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. Must be familiar with paper works management including note sheets, meeting minutes, memos, etc. f) Must have strong communication skill in English (written & oral) including computer literacy.
2	Assistant Manager (Accounts) Gross Salary Tk- 63,000 No. of Post: 01 (one) Age limitation: Maximum 30 years.	a) At least Master Degree in Commerce/Finance/Accounting/MBA from any recognized University. b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.0 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0. c) At least 5 years working experience in the relevant field, with minimum 2 years' experience in the position of junior assistant manager (finance/accounts) or equivalent. d) Must demonstrate strong participatory leadership ability and Corporate Governance. e) Must have strong communication skill in Bengali and English (written & verbal) including working ability using computer. f) Job description : the work of this position including but not limited to accounts and financial management, income and expense management, reimbursement management, payment management, tax issue management, bank relationship management, L/C related and audit works, etc.
3	Assistant Manager (Commercial) Gross Salary Tk- 63,000 No. of Post: 01(one) Age limitation: Maximum 30 years.	a) At least Master Degree in Commerce Finance/Accounting/MBA or Mechanical/Electrical Logistics/Industrial Engineering from any recognized University. b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.0 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0. c) At least 5 years working experience in the relevant field, with minimum 2 years' experience in the position of junior assistant manager (commercial or marketing) or equivalent. d) Must demonstrate strong participatory leadership ability. e) Must be able to demonstrate knowledge in Corporate Governance. f) Must have strong communication skill in Bengali and English (written & verbal) including working ability using computer. g) Job description: the work of this position including but not limited to commercial management, contract implementation, import, export, tax, VAT, L/C and audit related works, etc.
4	Assistant Engineer (Process) Gross Salary Tk- 42,500 No. of Post: 01 (one) Age limitation: Maximum 30 years.	a) Minimum Bachelor Degree in EEE/Mechanical/Industrial Production Engineering from any recognized University. b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.0 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0. c) At least 2 years working experience in the relevant field. d) Must demonstrate strong participatory leadership ability. e) Must have strong communication skill in Bengali and English (written & verbal) including computer working skill.

Terms & Conditions of Applications :

- Interested candidates should apply by 03/06/2021 by submission of complete application along with required documents (CV, Educational Certificates, Experience Certificates, Photo, NID and Citizenship Certificate) to Assistant Manager, HRM & Admin by email "zulfikerbsecl@gmail.com" and copy to "rulong.wang@hxgroup.com" and "motalebku@gmail.com".
- Incomplete application will be rejected.
- Any kind of advocacy regarding appointment will be considered as disqualification of the candidate.
- Candidates must be employed in accordance with BSECO's employment rules.

Assistant Manager
HRM & Admin
BSECO, Khulna