

1. Preliminary

- These rules shall be called the “Bangladesh Submarine Cable Company limited (BSCCL) Service Rules” which include and comprise of all the service policies, procedures and rules as well as Provident Fund Rules, Group Insurance Policies and Leave Rules.
- These shall be applied to all persons in the employment of the Company except as specifically mentioned in the respective Rules, embodied herein.
- These shall come into force as soon as they are approved by the Board of Directors of the Bangladesh Submarine Cable Company limited (BSCCL)
- The Board of Directors of Bangladesh Submarine Cable Company limited (BSCCL) may change this Service Rules from time to time as it may deem fit.
- Organogram, Manpower Requirements and job Description as approved by BOD earlier maintained in the ANNEX-A shall form integral part on this service rules.

2. Definitions

- “Company” means Bangladesh Submarine Cable Company limited (BSCCL).
- “Appointing authority” means the Board of Directors for Managing Director & the Managing Director for all other regular and casual posts;
- “Gross Pay”: the total pay, which includes basic pay and all other allowances/benefits like house rent, entertainment allowance, medical allowance, conveyance allowance, etc.
- “Basic Pay”: pay to be determined by the Board.
- “Average Pay”: Average of the last twelve months’ gross pay.
- “Leave Salary”/”Leave Encashment”: Payment to be made to a confirmed employee on account of surrendering any leave during a calendar year. The leave salary for any year will be calculated on the basis of gross salary of an employee he/she drew in the month of December of the said year.
- “Board”: The Board of Directors of the Company.
- “Branch Office”: Any branch office of the Company any where in Bangladesh.
- “Employee”: Any one serving in the Company on regular basis.
- “Family” Includes spouse, children and parents residing with and wholly dependent upon any employee.

- “Chief Executive Officer” (CEO)/ Managing Director (MD): He is responsible for the development of the Business Units and Common Services Departments. His/her responsibilities are to look after overall management functions of the company and will delegate responsibilities from time to time to any person as and when it will be required.
- Probationer: An employee employed on probation against a vacancy in any post. Probationary period is normally one year from the date of joining. But this period may be extended or reduced as per the recommendation of his/her competent authority.
- “Holiday” means a day declared as such by order of the Government;
- “Month” means a calendar month;
- “Officiate’ means an employee officiates in a post when he performs the duties of a post;
- “Transfer” means the movement of an employee from one station/department in which he is employed to another such station/department either to take up the duties of such new post;
- “Year” means a financial year
- Office hours are from 9.00 a.m. to 5.00 p.m. from Sunday to Thursday. The working hours and schedules of activities are set in line with business needs and will be based on a 40 working hours per week.

12. Leave:

A full-time employee is entitled to take the following types of leave in a calendar year. Leave is calculated on the basis of calendar year and the rules are applicable to all regular employees. Total leave days and categories are:

- Earned leave
- Medical Leave
- Causal Leave
- Maternity Leave

For new or probationary employees, leave will be calculated on a pro-rata basis.

Procedure for Leave Application:

For the Managing Director:

Leave application of MD can only be approved by the chairman of the BOD.

For employees with officer grade (II – V) in the Head-office:

The leave application shall be submitted in a specific format by the employee to his immediate supervisory officer who may recommend and forward it for the approval to the Managing Director.

For employees with non-officer grade (VI and below) in the Head-office:

The leave application shall be submitted in a specific format by the employee to the departmental General Manager/Deputy General Manager for approval.

For employees in the Landing Station or Branch-office:

The leave application shall be submitted in a specific format by the employee to the Station In-charge or Branch In-charge for approval.

- Notwithstanding anything provided herein, leave application may be refused when it appears to be necessary to do so, at the discretion of the concerned officer competent to grant the leave, in view of the exigencies of the company's service.
- The leave approval/approved leave application shall be forwarded to the Human Resources Division or a concerned officer (where applicable) for keeping records of the leave for all employees.

- No leave applications are final unless officially approved by the concerned Officer/Manager.

12.1 Earned Leave

Permanent Employees are entitled to take Earned Leave 30 days in a year. For earned leave, the following conditions shall apply:

- Earned leave shall not be granted for less than 3 days at a time.
- The employee concerned will make over full charge of his office before proceeding on earned leave.
- Earned leave can't be carried forward.
- After the end of the financial year the accumulated Earned leave may be en-cashed. Only basic pay will be paid while Earned leave is en-cashed.
- In case of resignation/termination/end of employment contract from the company earned leave shall be calculated on a pro-rata basis provided that any fraction of a day shall be disregarded, and where the fraction is one-half or more, it shall be deemed to be one day.
- Service during probation period will also be considered in calculation.
- Granting of advance earned leave shall be at the sole discretion of the company and the Company reserves the right to recall any approved application should there be any emergency work.

12.2 Medical Leave

- Employees are entitled to take Medical leave for maximum 15 consecutive days based on sickness or medical needs.
- Any sick leave must be supported with medical certificate issued by a medical officer or a registered physician who is at least an MBBS or equivalent.
- Employee suffering from a chronic disease or any other illness of prolonged nature can take paid sick leave for 15 days continuously. In this case, specialist doctor or certification of company's panel doctor (if applicable) will be required.

- An employee may be allowed to take further two (2) months of medical leave without pay. The maximum number of days for which sick leave can be granted is at the Company's discretion.

12.3 Casual Leave

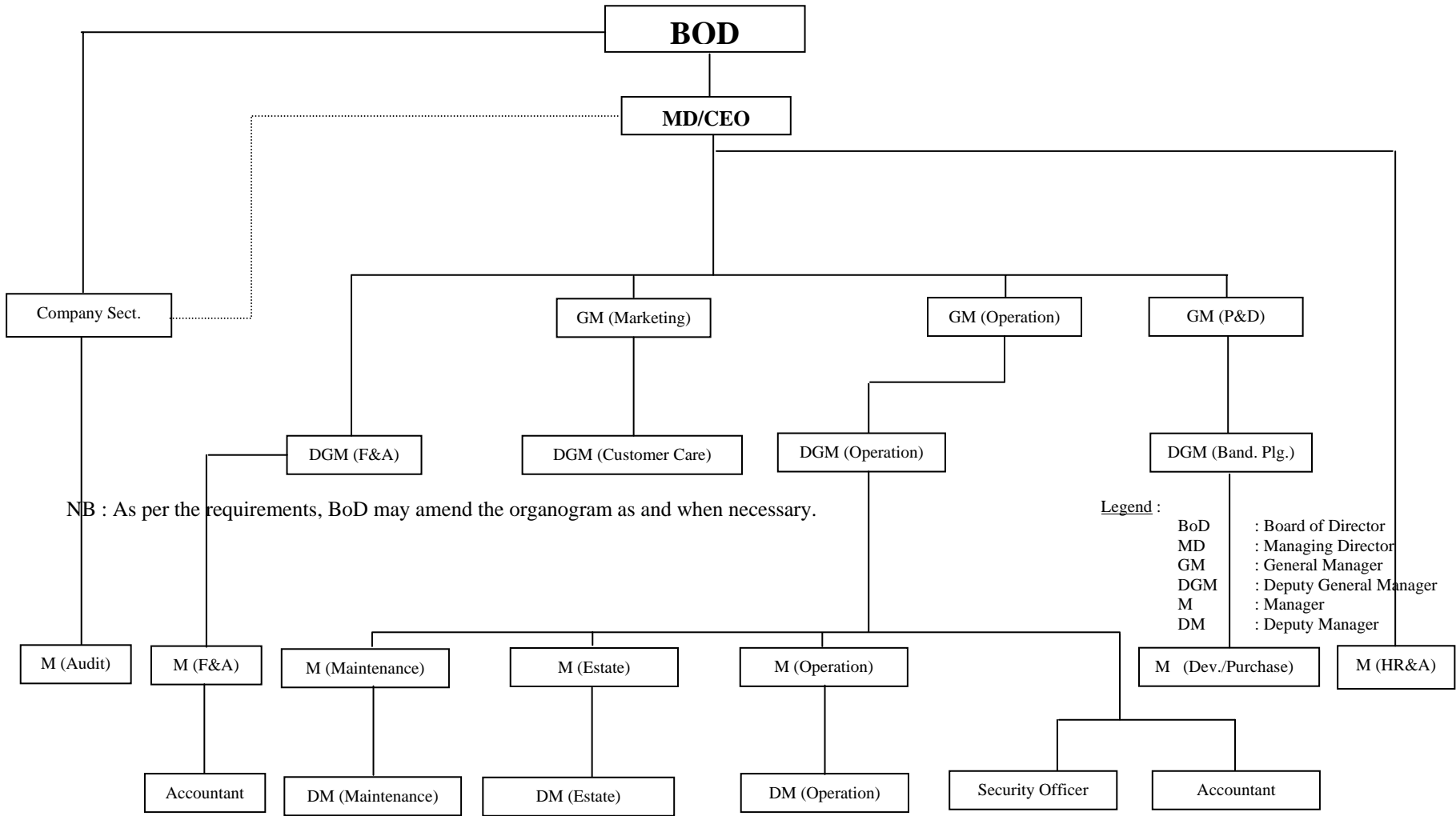
- Maximum 10 days (ten) casual leave will be granted per annum not more than 3 days at a time except under special circumstances.
- Casual Leave cannot be combined with any other kind of leave and these are non-cumulative.
- If an employee falls sick during casual leave, the balance casual leave will be considered sick leave as per Medical Rules.
- Casual leave will not be accumulated and this is not encashable.

12.4 Maternity Leave:

- All female employees (confirmed regular) shall be entitled to take maternity leave up to a maximum of 90 days.
- The employee is required to plan in advance with her Supervisor/Manager for availing the maternity leave.
- Maternity leave will be calculated on the basis of financial year. No payment in lieu will be allowed for the days not availed.
- Maternity leave shall not be entitled for more than twice (2 children only) in the entire service life of the company.

12.5 Absence without Leave:

Employee shall be deemed to have broken his/her contract of service with the Company if s/he has been absent from work for more than three days without prior notice from his/her Manager, unless s/he has a reasonable excuse for such absence and has informed or attempted to inform his/her Line Manager of such excuse prior to or at the earliest opportunity during such absence. Absence without leave will be deducted from salary if requested by the Manager.



Manpower Requirements

MD/CEO OFFICE

SL. NO.	DESIGNATION	NO OF POST	COMMENTS
01	MD/CEO	1	
02	COMPANY SECRETARY	1	
03	MANAGER (HRA)	1	
04	MANAGER (AUDIT)	1	
05	PA	1	
06	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
07	DRIVER	2	
08	MLSS	1	
	TOTAL	9	

DGM (FINANCE & ACCOUNTS) OFFICE

SL. NO.	DESIGNATION	NO OF POST	COMMENTS
01	DGM (FINANCE & ACCOUNTS)	1	
02	MIS OFFICER/IT OFFICER	1	
03	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
04	DRIVER	1	
05	MLSS	1	
06	MANAGER (FINANCE & ACCOUNTS)	1	
07	ACCOUNTANT	1	
	TOTAL	7	

GM (MARKETING) OFFICE

SL. NO.	DESIGNATION	NO OF POST	COMMENTS
01	GM (MARKETING)	1	
02	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
03	DRIVER	1	
04	MLSS	1	
05	DGM (CUSTOMER CARE)	1	
06	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
	TOTAL	6	

GM (OPERATION) OFFICE

SL. NO.	DESIGNATION	NO OF POST	COMMENTS
01	GM (OPERATION)	1	
02	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
03	DRIVER	1	
04	MLSS	1	
COX'SBAZAR OFFICE			
05	DGM (OPERATION)	1	
06	ACCOUNTANT (COX'S BAZAR)	1	
07	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
08	DRIVER	1	
09	MLSS	1	
10	MANAGER (MAINTENANCE)	1	
11	DM (MAINTENANCE)	1	
12	MANAGER (ESTATE)	1	
13	DM (ESTATE)	1	

14	TECHNICIAN/ELECTRICIAN	1	
15	SWEEPER	2	
16	MALI	2	
17	MANAGER (OPERATION)	1	
18	DM (OPERATION)	6	
19	SECURITY OFFICER	1	
20	COOK	1	
21	HELPER TO COOK	1	
22	GUARD	6	
	TOTAL	34	

GM (P&D) OFFICE

SL. NO.	DESIGNATION	NO OF POST	COMMENTS
01	GM (PLANNING & DEVELOPMENT)	1	
02	COMPUTER OPERATOR (OFFICE ASSISTANT)	1	
03	DRIVER	1	
04	MLSS	1	
05	DGM (BANDWIDTH PLANNING)	1	
06	MANAGER (DEVELOPMENT/PURCHASE)	1	
07	DRIVER	1	
	TOTAL	7	
	GRAND TOTAL	63	

Job Description

BANGLADESH SUBMARINE CABLE COMPANY LIMITED (BSCCL)

Job Description

MD/CEO OFFICE

Managing Director

- The main responsibility of the MD/CEO is to fill up a goal to achieve for the company.
- To ensure that company obtains financial viability, make profit and the product is introduced to the people.
- To control and reduce expenses in order to maximize profit.
- To plan and recruit suitable manpower for the company. Proper persons should be entrusted with proper job.
- Quality of the services & products must be ensured and MD should keep an eye on this issue. No compromise should be made with high quality with an intention to reduce prices.
- To look into the welfare of the employees.
- To arrange incentives for good workers.
- Hire and Fire should be there not for personal likings but for benefit of the company.
- The MD must own the company and always be vigilant for its betterment.
- To keep administrative control and devote workers/employees with his personal performance and indiscriminative attitudes for improvement of the company.
- To look into diversification in business for greater interest of the company.
- MD must be good leader to lead his man and machines.

- To maintain personality and self discipline so that MD could be an ideal person to be followed by other officers/employees.
- The MD may look for strategic partners for larger investments during business diversifications.
- The MD must ensure that his product is acceptable to people and necessary advertisement must be ensured for that.
- Develop a research and Development wing which would recommend use of new equipment and ensure quality control for services.

GM (Marketing)

- To plan for all kinds of business promotional activities.
- To create new ideas for advertisement to attract customers.
- To keep contact and make all correspondences with the Ad firms.
- To prepare the budget for Advertisement for business promotion and place before MD for approval.
- To keep track of other companies marketing policy so that the company can compete with other similar companies.
- To maintain a good relationship with the customers on behalf of the Company.
- To keep good relation with the media.
- To arrange meeting, seminars etc. time to time as per direction of MD.
- Liaise with Regulatory Authority about introduction of new services (call centre, e-commerce etc.)
- Focus on advantages of the Company's bandwidth sale programs with seamless transmission solutions.
- Modernize and computerize the sale system so that the customers get bandwidth within minimum time-frame.
- Serve the customer on a "first come first serve" basis without any discrimination.

GM (Operation)

- To ensure operation and maintenance of Submarine Cable and all its associated equipments for smooth running of the Submarine Cable System.
- To estimate and prepare in advance the list of all kinds of spares etc. required for at least coming two years for the system.
- To prepare a maintenance schedule for the equipments daily, weekly, monthly and yearly basis and run the system as per this schedule.
- To ensure Management and good supervision and operation of the system.
- To report to Managing Director about the status of the above mentioned works.
- To correspond with parties who are using SEA-ME-WE-4 Submarine Cable bandwidth as and when necessary or help MD with necessary data as and when required.
- To guide and control officers under him to achieve standard performance of the station.
- To keep properly the records of operational and maintenance expenditure, procurements etc.
- To take necessary steps to ensure security of the Landing Station and its equipments.
- To maintain log-book, noting down any type of failure of any piece of equipment and inform the consortium (Network Administrator) accordingly.
- Supervise and oversee round the clock duty chart of the staff prepared by DGM (operation).
- Report to higher authority regarding good/bad performances of operational staff and evaluate them for reward/promotion/punishment etc.
- Ensure minimum outage of the system in case of any failure.

GM (P&D)

- To make Planning to achieve the financial goal of the Company.
- To make proposal in a concrete form for any expansion/upgradation etc. of the present system and place before Managing Director.
- To come up with new ideas of business expansion in any other sectors of Telecommunication so as to compete with other Companies and make more profit for the Company.
- To prepare projects for development of the Company with new ideas of business expansion.
- To prepare budget for development projects mentioning sources of fund.
- To execute development projects.
- To make bandwidth planning for sale with maximum profit target.
- Ensure proper functionalities of alternative routing for back-haul as well as wet segments of the system.
- Develop forecasting for at least five years future requirements of bandwidth, keeping an eye to the business developments in the ICT sector.
- Liaise & co-ordinate with BTCL and other operators regarding their future planning and ensure bandwidth availability.
- Keep updated information about technological developments in the optical fibre equipments.
- Organize seminars about new services to utilize optimum bandwidth of the Submarine Cable System.

Company Secretary

- Provide support service to the Board of Directors and Committees formed by the Board.
- Ensure proper and efficient flow of information to the members of the Board.
- As per direction of the Board, convene meetings, prepare working paper, notice, agenda, and minutes for board meeting, AGM statutory meeting and other committee meetings and communicate decisions to concern persons.
- Monitor changes in relevant legislation and regulatory environment, and take appropriate action.
- Liaise with external advisors and regulatory bodies.
- Handle all corporate and regulatory issues.
- Prepare and submit various statements and returns to RJSC & SEC.
- Keep necessary registers, minute books etc.
- Any other responsibility that may be pertinent.
- Help management to implement decision of the Board.
- To be the custodian of all legal documents of the company.
- To act on behalf of the company, sign documents and represent the company as per decision of the Board of Directors.

DGM (Finance & Accounts)

- To keep records of Debts, liabilities, property and other Assets of the Company.
- Preparing Balance Sheet.
- Identification and recording of all financial transactions systematically on the books of Accounts.
- To check the cash book and the ensure the entry of every cash receipts, payments, cash in hand and cash in Bank.
- In keep records of debts, liabilities, Accounts payable, notes payable, Loan, with acquisition of funds and ensure due payments without delay or incurring compensations.
- Providing information for preparation of Financial Statement, Showing Profit and Loss.
- To prepare budget for the Company.
- Help management with all necessary information to take financial decisions to run the Company successfully.
- Provide information to Audit firms for smooth Annual Audit programs.
- Report to the Management duly for any type of discrepancies in the Accounting System.
- Ensure to establish commercial system involving double entry accounting systems.
- Distribute fund to various units and reconcile expenditures according to the allocations on a quarterly basis.
- Ensure deduction of VAT/TAX and other custom duties from bills etc. as per Govt. rules.
- Ensure collection of pension contributions, benevolent funds & plan pension requirements of the staff.
- Ensure proper fund management and thereby recommend processes to the management.

DGM (Operation)

- To remain vigilant about all kinds of works related to operation and maintenance of Submarine Cable System and ensure smooth & seamless operation of a daily basis.
- To prepare estimated budget for operation and maintenance of the system and also for Jhilonja Station and place before GM operation.
- Submit requirement for maintenance spares before GM (operation).
- To execute the work as per routine maintenance schedule.
- To execute operation of the system round the clock.
- To execute and supervise the shift duties as per schedule.
- To keep records of the operational problems.
- To prepare the list of equipment for any expansion of capacity.
- To maintain security of station relevant FOC links and the Submarine Cable.
- To evaluate the performance of the operational staff.
- To maintain required operational standard as set up by the consortium.
- To execute and implement bandwidth allocation to various parties and designate required ports of E₁, DS₃, STM-1 and other levels.
- To ensure quick recovery of the system with minimum outage and revenue loss.
- To prioritize bandwidth distribution in transmission links (Standby) in case of any emergency/failure etc.

DGM (Bandwidth Planning)

- To plan for future expansion and development of the System.
- To analyze the future requirement of bandwidth and make plan to procure it.
- To estimate the cost involved for the above mentioned work and identify sources of fund.
- To analyze the cost of bandwidth comparing International price and calculate available MIU*km. and propose plans to reduce/increase bandwidth prices.
- To plan for sale of bandwidth coordinating with National & International operators.
- To plan and develop new ideas in other sectors of Telecommunication for business expansion of the Company.
- Liaise with various stake-holders in order to assess their bandwidth requirements for at least 5 years.
- Organize monitoring of voice & data traffic as per ILDTS Policies.
- Ensure security of the system in terms of various services and Liaise with law enforcing agencies to facilitate them to protect unwanted information flow.
- Organize IRU (Indefeasible Right of Use) sales with National and International Telco's.
- Plan for co-location centres at Landing Station and other important PoPs of the country.
- Report to GM (P&D) about new business plans in the interest of the Company.

DGM (Customer Care)

- Responsible for customer services of the Company.
- Prepare various plan to give better services to the customer.
- Monitor customer care and solve their problem.
- To prepare report and suggestion how to develop customer services.
- To assist GM (Marketing) perform his duty smoothly.

To perform any other job as required by the management.

Manager (HRA)

- Manager Human Resources Department managing overall aspects of Human Resource functions.
- Implement appropriate HR strategies and actions to recruit and retain a qualified & motivated workforce.
- Administer compensation & benefits to ensure the Company's package is competitive within the industry.
- Partner with business leaders, engineering professionals and corporate staff to promote productive work experiences.
- Make decisions on administrative or operational matters that have a serious impact on overall profitability of organizational functions.
- Handle employee's grievances and counseling, manage labour relations between superiors and subordinates by facilitating their communications and problem solving.
- Identify needs and develop programs for career advancement, staff retention and welfare to ensure the right people at the right place all times.
- Comply with immigration rules for both expatriates & local workers.
- Overseeing the Security, Health & Safety & Training Departments.
- Perform other administrative functions i.e. handling company vehicles & housekeeping.
- Responsible in the development and implementation of HR strategies required to support the overall business plan.
- Involved in supporting full spectrum of the human resource functions such as recruitment, succession planning, talent development, qualification and competency management, performance management and disciplinary issues.
- To ensure all daily HR operations are executed on a timely basis and as per company procedure and policies and a conducive working environment is achieved.
- Liaise with other functional/departmental managers, supervisors and employees on various human resource issues.
- Any others duties as assigned by the immediate superior from time to time.
- Ensure training of employees for development of skill and to cope with modern equipment.

Manager (Estate)

- Responsible for acquisition and maintenance of land and other fixed assets on the Company.
- Keep update all documents related to land of the Company.
- Assist management to future plan related to land development.
- To keep proper records and good title of the estate of the Company.
- To recover any part of the land illegally occupied by the outsiders.
- Maintenance of all documents of land and liaise with DC office to update documents.

Manager Audit

- To develop and execute audit plans.
- Monitor expenses of special projects and conduct investigations.
- Ensure the accuracy of financial transactions of the company and prepare internal audit reports.
- To ascertain whether all transactions are executed with management's general and specific authorization.
- To ensure that access to assets is permitted only in accordance with management's authorization.
- Checking arithmetical accuracy of the records, bank reconciliation, audit routines, control accounts and trial balances.
- Safeguard all assets, documents of the company.
- Work with external Auditors for smooth performance of their job.

Manager (Finance and Accounts)

- To assist DGM (F & A) to discharge his duties of accounts department.
- Ensure all transactions of the company are properly processed, documented and accounted for and are done as per regulation and within the approved guidelines.
- Ensure all receipts and payments are properly entered in the books and records of the company.
- Ensure financial disciplines in the Company and observe that financial powers are not exceeded by individual officers.
- Ensure that budget is not exceeded and expenditures are made through approved procedures.
- Reconcile cash book entries with Bank transactions.
- Reconcile bank statements monthly basis.
- Ensure and prepare monthly financial statements of the company.
- Prepare monthly salary statement.
- Ensure all deductions at source are properly done.
- Properly deduct VAT and AIT from bills and timely deposited to treasury.
- To assist management in preparation quarterly and annual budgets of the company.
- To prepare variance analysis report of actual with budget.
- To keep proper books of records (Cash/Bank Book, GL, Subsidiary).
- Any other job as deemed appropriate by the management.

Manager (Maintenance)

- Responsible for maintenance of the cable Landing Station, Submarine Cable, Optical link between Landing Station to the beach manhole and to the Cox'sbazar Microwave station.
- Responsible for necessary action to remove the faults of the equipments after getting report from Deputy Manager (Maintenance).
- Carry out fault removals received from DGM (Operation) and GM (Operation).
- Prepare “spares” list for smooth maintenance of the station.
- Carry out preventive maintenance of the equipment on weekly, monthly and yearly basis.
- Remove faults, alarms as reported by the operational staff.
- Develop a skilled group of engineers, technicians who can remove the faults in the equipments within minimum outage times per consortium standards.
- Liaise with power plant and power feeding technicians in order to ensure smooth power supply to the equipment and also to the repeaters.

Manager (Development/Purchase)

- Responsible making plan for expansion of network, circuits.
- Responsible for Co-operate DGM (Bandwidth & Development) for planning and development of Network, Circuits and other related job.
- Responsible for purchase recommendation for procurement of equipments and other assets of the lending station.
- Any other job as instructed by the management.
- Plan & or organize new services.

Manager (Operation)

- Responsible for operation work as per joint system Maintenance Document (JSMD) of consortium.
- He has to liaise with the SEA-ME-WE-4 Consortium Network Administrator for the circuit configuration, Restoration of Submarine Cable correspond with SEA-ME-WE-4 etc. NOC staff.
- Prepare day to day duty chart of the operational staff and ensure that staff are available in each shift.
- Quickly take measures if reported about any alarm in the system.
- Maintain operational Documents of the station for any fault finding.
- To keep an inventory of the “spares” and inform DGM (operation) when any spare parts is exhausted.

DM (Maintenance)

- Responsible for operation and maintenance of the cable landing station, submarine cable, optical link between Landing Station to the Beach Manhole (BMH).
- He has to be ready for work round the clock and he has to attend the fault or any other inquiry from consortium.
- To attend periodic maintenance of the equipment in the landing station. Weekly, Monthly and yearly/periodic maintenance should be carried out on various types of equipment.
- The operation staff would report about any fault and DM (maintenance) alongwith his technicians and other staff would remove the faults.
- DM (maintenance) shall be familiar with all equipment and manuals of the station, He must have sufficient knowledge about the functionality of the equipment so that during alarm conditions, he can remove the fault as quickly as possible.
- To liaise and discuss with suppliers NA and NOC about various nature of faults.
- DM (maintenance) should be first basic layer responsible for maintenance of all equipment and thereby must be technically sound.

DM (Operation)

- To arrange the shift duty in the control room or the Submarine Cable Landing Station.
- Responsible for smooth operation of Engine Generator of the Station.
- To perform duty as instructed by the manager (Operation).
- Responsible for smooth operation of Power Station, High Capacity Rectifier, Battery, Inverter and Landing Station equipment etc.
- To perform any other job as management deemed appropriate.
- To observe alarms and report to the seniors various types of alarm conditions.
- Be responsible for all equipment during his shift duty.
- DM (Operation) will be the shift incharge during duty hours of his duty.
- To ensure safety of all equipment.

DM (Estate)

- To collect and maintain various land and assets related document/paper & receipts.
- To pay up to date rent and other taxes related to land & other assets of the Company.
- To performs any other job as instated by Management.

Security Officer

- To keep register of entry/exit of official and personal guest in the landing station office building.
- To ensure round the clock duty of the landing station, office building, guest house.
- To safe guard all assets and equipments of the office and landing station.
- To monitors the duties of the guard and roaster their duty to ensure overall security or the office and landing station.
- To liaise with police and Ansar commandars for their duty charts.
- Maintain Security equipment like metal detectors, close circuit TV Camera etc. and report to Station in charge for any faulty situation.
- To acquire sufficient knowledge about security of a 1st grade KPI installation and provide security accordingly.
- To ensure special security of the functional building.
- Security stickers/posters like “No entry without permission” should be fixed wherever necessary.

Accountant

- To prepare all types of vouchers of the company.
- To maintain cash book, bank book, general ledger and other subsidiary resister.
- To prepare casual staff salary statement.
- To maintain cash book and bank book.
- To prepare bank reconcile statement.
- To deduct VAT and TAX from bills and timely deposited to appropriate authority.
- To keep necessary registers and subsidiary registers.
- To prepare bills.
- To prepare various statement as instructed by the officers.
- To assist Manager (F and A) in preparation various reports and statements.

MIS OFFICER/IT OFFICER

- Responsible for all types of computer trouble shooting.
- Ensure smooth running of Computers, Printers, Fax & Telephone.
- To install and maintenance of software.
- To install and maintenance of Antivirus Software for Computer network.
- To maintain LAN of all Computers of the office.
- To train officers and staff about computer operation.
- Type (English & Bengali) letters, documents etc. whenever asked by the Authority.
- Must have sufficient knowledge in computer software and hardware and trouble shooting of computers (PC, Monitor, Printers, Scanners etc.)

PA

- To receive phone and properly transfer to the Managing Director.
- To receive incoming mail & letters and entered into register.
- To keep records of various important documents.
- To arrange visits of the official and personal guests with the Managing Director.
- To prepare schedule of appointment of the Managing Director and inform agencies or persons timely. He/She has to remind the MD also.
- To prepare various letters as instructed by the Managing Director.
- To do other job as directed by the Managing Director.
- To update the meeting schedules and inform MD duly alongwith relevant file/documents and suggest time and date for various new appointments.

Computer Operator (Office Assistant)

- Type letters (English and Bengali) for the Company.
- To acquire upto date knowledge of hardware and software.
- To handle scanning, e-mail and fax independently.
- To initiate day to day files and other official works.
- To keep all official files in definite drives systematically so that where a letter/document is asked for, he can quickly provide a copy of the same.
- To take note and prepare letters, memo etc. as instructed by the superior officers.
- To correspondence various parties as advised by the management.
- Prepare & process files for getting approval of the competent authority.
- To run anti-virus software's for safety of the acquired or preserved files.
- To have sufficient knowledge about various software like Microsoft Word, Office, Power Point etc. and should be able to prepare slides for power point presentation, spread sheets for Budget, evaluation etc.

Technician/Electrician

- Responsible for smooth running of landing station power for equipment, building, generator, rectifier & batteries.
- Carryout day to day works relative to power of the landing station.
- Responsible to solve any electrical problem in the landing station.
- To provide protection devices in the electrical systems while extending power to any new equipment/building inorder to avoid short circuit or quickly isolate the faulty equipment.
- Clean the power equipment (Generator, Rectifiers, Control Cubicles, Sub-station etc.)
- Change the fused bulbs/flood lights in the landing station compound, buildings etc.
- Should be capable to handle fire fight equipment to tackle any short circuit situation resulting fire hazards.

Driver

- Responsible for smooth running of the attached vehicle.
- To maintain LOG BOOK properly.
- To keep the vehicle clean.
- Not use vehicle with out permission from competent authority.
- Vehicle maintenance and servicing work to be done timely.
- Be responsible for any misuse of the vehicle.
- When repairing needed requisitions should be given in advance.
- Write the log book and get signature of the officer using the vehicle.

MLSS

- To Carry out daily works as instructed by the officers of the company.
- To keep clean all furniture & equipment of the office.
- To open and close office timely.
- To dispatch and receive official letters & mail.
- To draw and deposit petty cash.
- To keep proper peon book.
- To purchase stationary and other items for office as instructed by the concern officers.
- To keep files and registers as instructed by the officer and staff.

Sweeper

- Responsible for cleaning all toilets regularly.
- Toiletries are to be ready for use and he should inform the supervisor once exhausted.
- To carryout any other job as instructed by the officers in charge of the Company.
- Keep sufficient stock of fenile, soaps, brushes for cleaning purposes.
- Sweep corridors, balconies and mop the floors of the functional building and other residential buildings.
- Clean carpets in an regular interval.
- To keep the roads within the compound clean and usable.
- Sweep and mop the staircases.
- Cleaning of the store rooms, battery rooms, generators and also the equipment rooms must be done under the guidance of the technicians/supervisors in charge on duties.

Mali

- Responsible for maintenance of garden.
- To nurse plants regularly.
- To carryout any other job as instructed by the officers in charge of the Company.
- To plant new trees observing the security rules (for example; no tree should be planted within 20 feet of the wall so that outsiders can cross the wall riding the trees).
- To water the plants as per requirements.
- To cut the grass in the compound regularly to maintain cleanness.
- To plant flowers in front of the circle of the functional building and also around the banks of the pond.
- To maintain automatic machine for cutting grass, scissors, knives etc. in good condition.
- Put requisition for new plants from the nursery for plantation.
- To provide fencing for important trees and make sure that the new planted trees are not eaten up by goats or cows.

COOK

- Responsible for cooking foods for the guest.
- Cook foods on time and served the gusts as per their requirements.
- Keep proper records of meals and not asked for any tips from the guests.
- Keep register of every items of food and provide details to the guest if desired.
- Keep all utensils, cut laries, cooking ranges clean.
- Soap, Tissue paper, toilet rools etc. must be requisitioned in time.
- Dining table, wash basins, guest house furniture should be kept clean.
- To keep accounts of the money received from the guests and duly deposit to the Account of the Landing Station.
- Do the shopping as per requisition of the meals.
- Maintain absolute cleanliness of all food items and keep the fridge in running condition.

Cook Helper

- Assist the cook to perform his duty smoothly.
- To keep clean all utensils and items regularly.
- To serve foods for the gusts.
- To cook foods in absence of cook.
- To perform any other job as instructed by officer/ staff.
- To co-operate with the cook and listen to him for cooking/shopping works.
- To clean dining table, wash basin etc. in the Rest House.

GUARD

- Responsible for security of office campus.
- Not to allow unauthorized entry in the office and functional building.
- To remain vigilant during duly time and liaise with police/Ansar staff on duty.
- Not to leave duty place without instruction of the reporting officer.
- See and Gate passes for entry and exist of any Goods/Equipment/Mobil/Fuel etc.
- Carry out any other job as instructed by the Security Officer.
- To wear dress regularly when on duty.
- Identify BSCCL officers for entry to do their jobs.
- Salute & respect the VIPs on entry & exist.
- Open the main door once identified or allowed the entry.
- Keep the main door closed and not to allow any outsider without permission of the competent authority.