

BdREN Employees Service Rules- 2022



Bangladesh Research and Education Network (BdREN) Trust

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Bangladesh Research and Education Network (BdREN) Trust

BdREN Employees Service Rules- 2022

Chapter-I Preliminary

1. Short Title and Application

- (1) These rules shall be called BdREN Employees Service Rules-2022.
- (2) These rules shall apply to all employees in the employment of the BdREN except as specifically mentioned in the respective rules.
- (3) It shall come into force as soon as it is approved by the Board of Trustees of BdREN and on due circulation of the approval for general information to the employees.
- (4) The Board of Trustees of the BdREN may change or amend or repeal these rules from time to time as it may deem fit.

2. Definitions

- (1) "**Appointing Authority**" means the authority empowered to make appointments i.e., the 'Board of Trustees in relation to 'Chief Executive Officer' and Officer of the two tiers below the rank of Chief Executive Officer and Chief Executive Officer in relation to all other employees;
- (2) "**Apprentice**" means a person, deputed for training in any trade or business under the Board with a view to employment thereunder, who draws pay or allowances at monthly rates from the Board during such training period but who, is not employed in or against a regular vacancy in a cadre;
- (3) "**Article**" means an article of the Deed of the Trust
- (4) "**Author**" means Author of the Trust
- (5) "**Authority**" means the appointing authority or an officer designated to exercise, subject to such general or specific guidelines as may be issued by the BdREN from time to time, the powers of the authority under these rules and shall include a superior officer, if any, of the appointing authority in the chain of command;
- (6) "**Average pay**" means the average of pay earned during the twelve complete months immediately preceding the month in which the leave is taken or the pay of the employee drawn immediately before proceeding on leave which is more favorable to the employee;

- (7) **"Basic Pay"** means the pay, which has been sanctioned for a post held by an employee substantively or in an officiating capacity, or to which he/she is entitled to by reason of his/her position in the BdREN;
- (8) **"BdREN"** means the Bangladesh Research and Education Network (BdREN);
- (9) **"Board"** means the Board of Trustees of BdREN which determines the policies, procedures, guidelines and directives for its overall management;
- (10) **"Chief Executive Officer (CEO)"** means the Chief Executive Officer;
- (11) **Core & Non-core:**
- a) "Core" means a functional area of technical services sanctioned by the Competent Authority;
 - b) "Non-Core" means a functional area of a non-technical services sanctioned by the Competent Authority;
- (12) **"Compensatory Allowance"** means an allowance:-
- a) granted to meet personal expenditure necessitated by the special circumstances in which duty is performed, or
 - b) granted proportionately on the basis of pay as house rent support where residential accommodation has not been provided;
- (13) **"Competent Authority"** means the Board of Trustees or the authority designated or delegated by the Board to be competent for the specific purpose;
- (14) **"Contract"** Means an agreement between an employee and the BdREN which lays down the terms of employment;
- (15) **"Controlling Officer"** means the officer declared by the Board of Trustees to be the controlling officer for the purposes of administrative and financial and technical matters including travelling allowance, medical facilities of a particular employee or class of employees;
- (16) **"Current Charge"** in relation to an employee means holding charge of a vacant post on temporary basis which may, if required be in addition to his own duties;
- (17) **"Day"** means a calendar day beginning and ending at midnight but an absence from headquarters, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends;
- (18) **"Dearness Allowance"** means the allowances made for the employees for compensating higher cost of living;
- (19) **"Deed of Trust"** means The Trust Deed authored by the Government of the People's Republic of Bangladesh (Represented by Ministry of Education), and

registered on the 6th Day of September 2014 (Vide no. 5859), to form and run the Trust called BdREN Trust.

- (20) **"Dependant"** means wife or husband, children, parents, minor brothers unmarried sisters, deceased son's widow and children and deceased daughter's children, if they are solely dependant upon the employee;
- (21) **"Deputation"** means duty of an employee's outside the BdREN but within the country with lien in the substantive post;
- (22) **"Desertion"** means quitting of service without permission or remaining absent from duty for period of thirty days or more or remaining absent from duty in continuation of absence from duty with permission for a period of thirty days or more without further permission or leaving the country without permission and remaining abroad for thirty days or more or overstaying abroad after leaving the country with permission for thirty days or more without further permission;
- (23) **"Division Head"** means Employees of BdREN who are designated as Division Head in the approved organogram of BdREN
- (24) **"Duty"** includes-
- a) Service as a probationer, apprentice or trainee provided that such service is followed by an appointment on a regular basis against a permanent post;
 - b) Joining time;
 - c) The period spent on a duly authorized course of instruction, training or a visit including the time reasonably required for the journey to and from the place of such training and visit; and
 - d) The period of attendance at compulsory departmental examination/interview including a reasonable time required for the journey to and from the place of examination and the day or days of the examination;
- (25) **"Emolument"** means and includes-
- a) Pay;
 - b) Special pay: Personal pay, technical pay, officiating pay and additional pay;
 - c) Compensatory allowances other than travelling and medical allowances;
 - d) Leave salary/Leave encashment;
 - e) Subsistence allowance; and
 - f) Dearness allowance.
 - g) Conveyance allowance
 - h) Any other payments and fees, if any, in the shape of fixed monthly addition to pay;
- (26) **"Employee"** means an officer or staff employed in the approved post of the BdREN to whom these rules apply and a "regular employee" shall mean a person who holds a regular post and "casual employee" shall mean a person who holds a casual post under the Board;

- (27) "**Expensive place**" means the city areas declared by the government and any other places declared from time to time;
- (28) "**Family**" means wife (one wife only), children, step-children, parents, sister/s and minor brother residing with and wholly dependent upon an employee;

Explanation-(1) Wife of an employee shall be deemed to be wholly dependent upon him so long as she is not legally separated, and where the wife herself is an employee, the husband shall be entitled to claim any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as an employee of the Board.

Explanation-(2) Sons, step-sons and minor brothers of an employee shall be deemed to be wholly dependent upon him till they complete the age of 18 years and shall thereafter be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

Explanation-(3) Sisters, daughters and step-daughters of an employee shall be deemed to be wholly dependent upon him till they are married and shall thereafter be deemed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him

Explanation-(4) Parents of an employee shall be deemed to be wholly dependent upon him in case they are without any income of their own or their income is so inadequate as to make them dependent on the employee for their maintenance and are certified to be so by the employee.

Explanation-(5) The expression "residing with" shall not be so construed as to exclude any member of the family of an employee wholly dependent upon such employee but not actually residing with him, as for example, the son or daughter of an employee studying in a place other than his headquarters, or the wife of an employee temporarily away from such headquarters, (place of their stay being in Bangladesh).

- (29) "**First entry post**" means post(s) or a percentage of posts as embodied in the schedule in a category which is filled up by direct recruitment;
- (30) "**Headquarters**" means such place as the Head of office may prescribe and in the absence of any order to the contrary, means the place where the office or the place of duty of an employee is located;
- (31) "**Holiday**" means a day declared as such by order of the Government and Board of Trustees of BdREN;
- (32) "**Honorarium**" means a recurring or non-recurring payment granted to any employee by the BdREN as remuneration for special work of an occasional character;
- (33) "**Hospital**" means any registered hospital/clinic at home and abroad for the treatment of the employees of the BdREN and their family;

- (34) **"Incentive"** means any compensation scheme or plan made by the BdREN to motivate the individual/the group for their improved performance;
- (35) **"Joining time"** means the time allowed to a person to enable him/her to join a new post on transfer and promotion;
- (36) **"Lien"** means the title of an employee of the BdREN to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, which he has been appointed substantively;
- (37) **"Misconduct"** means conduct prejudicial to good order or Service discipline or contrary to any provision of the chapter V of this rules or unbecoming of an employee or gentleman and includes: -
- a) Disobedience to lawful orders of superior officers;
 - b) Gross negligence of duty;
 - c) Flouting of Government orders, circulars and directives without any lawful cause; and
 - d) Submission of petitions before any authority containing wild, vexatious, false or frivolous accusation against an employee;
- (38) **"Penalty"** means a penalty which may be imposed under these rules;
- (39) **"Month"** means a calendar month;
- (40) **"Officer"** means such employee of the Board as may from time to time, be designated by the Board as officer;
- (41) **"Officiate"** means an employee officiates when he/she performs the duties of a post on which another person holds a lien or when he is appointed by the authority competent to make a substantive appointment to the post to officiate in vacant post on which no other person holds a lien;
- (42) **"Pay"** means the basic pay which has been sanctioned for a post held by an employee in regular or in an officiating capacity or to which he/she is entitled to by reason of his/her position in a cadre and includes overseas pay, special pay, personal pay, technical pay and additional pay, if any, admissible under general or special order;
- (43) **"Personal pay"** means an additional pay granted to an employee to save his/her from loss of pay in respect of a permanent post held by him/her due to a revision of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstances, on other personal considerations;

- (44) **"Selection Committee"** means a committee formed by the Board of Trustees and will be responsible for selection of employee for first appoint;
- (45) **"Special pay"** means an addition, of the nature of pay, to the emoluments of an employee of BdREN granted in consideration of –
- a) The especially arduous nature of the duties; or
 - b) A specific addition to the work or responsibility; or
 - c) The unhealthiness of the locality in which the work is performed.
- (46) **"Staff"** means an employee including an apprentice who is employed in the BdREN in any position below the level of Network Engineer/Programmer/Assistant Manager;
- (47) **"Subsistence Pay"** means the pay to which an employee is entitled on account of the post to which he is appointed substantively, but does not include personal pay and any other emoluments classed as pay;
- (48) **"Technical pay"** means an additional pay granted to an employee in consideration of his having a technical qualification, such as a degree in Engineering, Medicine or Agriculture, which is a condition of entry into the service to which he belongs or of appointment to the post which he holds;
- (49) **"Time-scale of pay"** means pay which rises by periodical increments from minimum to a maximum. The two time-scales of pay are said to be identical when the minimum the maximum, the period of increment and the rate of increment of those time-scales of pay are identical. The two posts are said to be on the same time-scale of pay when the two-time scales of pay are identical and the posts fall within a cadre, or a class in a cadre, involving duties and responsibilities of approximately the same character or degree of responsibility;
- (50) **"Transfer"** means the movement of an employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his/her headquarters;
- (51) **"Time Scale Pay"** means pay which subject to any condition prescribed in these rules, rises by periodical increments from a minimum to maximum;
- (52) **"Travelling"** means any travel undertaken/made for carrying out the activities of the BdREN or for its interest;
- (53) **"Travelling allowance"** means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the service of BdREN;
- (54) **"Year"** means a financial year for the purpose of accounts and finance and a calendar year for other purposes.

Chapter II

Recruitment and Promotion of BdREN Employees

3. Creation of Posts

- (1) All posts of Officers and employees shall be created by the Board of Trustees of BdREN. Board of Trustees will approve an appropriate Organogram for BdREN. (An approved Organogram of BdREN for the year 2020, showing different posts are given in Schedule-1).
- (2) Any change, addition, alteration in the Organogram, classification, designation and creation of posts shall require prior approval of the Board.

4. Nationality

No person shall be appointed to any post in the service of the BdREN unless he/she is a citizen of Bangladesh, provided that the Board of Trustees may in special cases, waive this condition subject to fulfillment of other Government conditions regarding employment of foreign nationals in BdREN.

5. Age

- (1) Age limit at different levels of BdREN Organogram for direct recruitment shall be as follows:

Level	Age Limit
05-08	18 to 30 Years
04	Maximum 35 Years
03	Maximum 40 Years
02	Maximum 45 Years
01	As per BoT's decision

N.B: Relaxation of age lies with the BdREN Board only.

- (2) A declaration of age, supported by the Secondary School Certificate (SSC) or school leaving or equivalent certificate, made by an applicant at the time of, or for the purpose of, entry into the service of the BdREN shall be deemed to be binding on him and no revision of such declaration shall be allowed at a later date for any purpose whatsoever.

Note- (1) The expression "equivalent certificate" implies similar certificate issued by a Madrasa or any Education Board or any other school leaving certificate granted by a competent authority where date of birth or age is specified.

- (3) In the case of a person who has no legal scope to produce a certificate mentioned above as valid proof of age, his personal declaration of age certified by an Authorized Medical Officer may be accepted at the time of entry into the service of the BdREN.

6. Physical Fitness and Antecedents

- (1) No person shall be appointed in the service of the BdREN unless he/she is declared physically fit by the registered Medical Officer (MBBS) or any other Medical Authority specified by the BdREN in this behalf.
- (2) No person shall be appointed in any post without obtaining a satisfactory report from the police about his antecedents. In special cases, where it is not possible to obtain the verification report before appointment, care shall be taken to get the verification report from the police immediately after appointment is made.

7. Method of Appointment

- (1) Appointment to the post of Officers and other employees shall be made by direct recruitment or by promotion as per criteria laid down in Schedule-iii & iv.

Provided that where suitable candidates are not available in adequate number for the posts to be filled in by promotion may be filled by direct recruitment.

- (2) Recruitment of Chief Executive Officer (CEO) and Officers of 2 (two) tiers below the rank of Chief Executive Officer (CEO) against vacancies will be made by the Board of Trustees.
- (3) The Chief Executive Officer (CEO) will be appointed on contract basis by the Board.
- (4) All appointments of employees except 2 (two) tiers below the rank of Chief Executive Officer shall be made by a Selection Committee formed as per rule 8 and approved by the Board of Trustees.
- (5) Direct recruitment will generally be made at the Entry (Level 5-8)/Contractual posts specified in the Approved Organogram 2020. **Note:** Positions specified in the Organogram Level 1 to 5 will be treated as Office Executives (Officers) and Positions specified from Level 6 to 8 will be treated as Office Staff. Positions for NMSS & Cleaner will be on Contractual basis.
 - a) Vacancies in all other posts will generally be filled in by promotion from the suitable candidates of lower posts. In case the vacancies under the sanctioned strength against the other posts cannot be filled in by promotion for reasons whatsoever, the shortfall there against shall be treated as vacancies in the entry posts and appointment shall be made by direct Recruitment.

The recruitment against the strength of manpower in different posts to be fixed by the Board shall only be made as per necessity depending on BdREN's expansion, growth and development through a "Committee of Executives" to be formed by the Board from time to time.

- b) The Board reserves the right to appoint any person on contract basis in any post under such terms and conditions considered necessary in the interest of the BdREN, in line with the provisions of this Rules and guidelines of the BdREN.
- (6) The selection procedure may be reviewed by the Competent Authority from time to time as & when it deems necessary.

8. Selection Committee (SC) for recruitment -

- (1) The selection committee will be formed with the Chief Executive Officer (CEO), as Chairman and Chief Technical Officer (CTO), Chief Administrative and Finance Officer (CAFO), one officer (not below the rank of Deputy Secretary) from the Ministry of Education or one faculty member (not below the rank of Associate Professor) and one outside specialist (nominated by the CEO, BdREN) as Members. Chief Administrative and Finance Officer (CAFO) will be the member secretary in the Selection Committees.

N.B: due to unavailability of any of the above member the committee may be reformed with the permission of Honorable Chairperson, BoT.

- (2) For proper evaluation of a candidate's suitability, for any post such expert will be considered necessary, may be co-opted with the approval of the Chairman of Board of Trustees as additional member of the Selection Committee.

9. Procedures for Direct Recruitment

- (1) Normally, for recruitment in different posts, advertisement shall be published at least two well circulated national dailies (one English and one Bengali) inviting applications for the posts from eligible candidates giving at least 15 days' time.
- (2) There shall be conducted either written or oral or both and/or wherever necessary, practical examinations and tests in such subjects as may be determined by the Appointing Authority for the purpose of selection of persons for appointment to the Posts.
- (3) The Board/the Selection Committee shall decide policy and procedure regarding preparation of question papers and examination of answer scripts and the systems/modes of Written Test, Practical Test (if any) and Psychological Test.
- (4) Written Tests shall be taken on two subjects- (i) General Knowledge and (ii) Professional aspects subject to the provisions laid down in Schedule III & IV. At least 50% marks shall be treated as qualifying marks in each case. Answer Scripts on the 'General Knowledge' subject shall only be taken into cognizance if the concerned candidate qualifies in Professional subjects i.e. secures at least 50% marks in Professional subjects.
- (5) Both Written and Viva Voce Tests of the direct recruits shall be arranged by the BdREN itself or through any other organization(s) capable of undertaking the responsibility. Such test may be held in Dhaka and/or elsewhere as deemed convenient.

10. Procedure for selection of candidates-

- (1) All candidates shall be assessed and evaluated separately as per criteria set by the Appointing Authority. Provided that the candidate deems to be fit in Psychological Test, the average of the aggregate of the marks given by each

member of the Board/Selection Committee and where applicable the marks obtained in the written examination and practical test shall determine the position of the candidates in the preparation of the merit list and the Board/Selection Committee shall make recommendations in order of preference.

- (2) In case of obtaining the same marks, the more experienced candidate will be ranked higher.
- (3) Proceedings of the Board/Selection Committee shall be duly recorded and signed by all members thereof.
- (4) The appointment will be made as per requirement of the BdREN on the basis of a panel which shall remain valid for a period not exceeding one year.

11. Commencement of Service

The service under the BdREN shall commence from the working day on which an employee reports for duty at the place and time intimated to him/her by the Competent Authority if he/she reports before noon and from the next working day if he/she reports in the afternoon.

12. Agreements of minimum duration of employment

- (1) Every employee, appointed at either entry or lateral entry level, shall be required to furnish a Surety Bond executed by him/herself along with two other respectable personalities of means and standing acceptable to the BdREN as Sureties on a non-judicial stamp of the requisite value to the effect that the incumbent will serve the BdREN for a minimum period of 2 (Two) years failing which he/she shall be bound to refund half of the entire amounts received by him/her during the period of his/her service in the BdREN on account of salary and allowances.
- (2) On entering the service of the BdREN, each employee shall sign the **Declaration of Fidelity and Secrecy** in the form specified in Schedule-V.

13. Assignment of Duty

- (1) An employee shall be assigned such duties as will be determined from time to time.
- (2) An employee shall be required to serve at any time at any place in Bangladesh.

14. Confirmation

- (1) Unless otherwise specified in the terms of appointment, any employee at any level appointed by direct recruitment shall be on probation for a period of one year.

Provided that the Competent Authority may, for reasons to be recorded in writing, extend the period of probation by any further period or periods on such terms and conditions as it will decide for a maximum period of 1(one) year

- (2) After successful completion of the period of probation including the extended period, if any, the authority shall confirm the service of the employee in writing.
- (3) The confirmation of an employee in the service of BdREN shall take effect from the date of his/her joining the post.

15. Promotion

(1) All promotion shall be made on the basis on recommendations of Promotion Committee (PC) formed by Board of Trustees. The meeting of the promotion committee (PC) may be convened as and when required, promotion to the next higher posts requires the fulfillment of specific time limit. But the fulfillment of time for the eligibility of promotion would not be the only criterion to get the promotion. The employee's promotion test result, performance appraisal, qualification, physical and mental fitness, ability and other competencies vacancy in the position where the official will be promoted will also be taken into account. The "Written warning" or "Censure" as referred to in Service Rule will not constitute a bar to eligibility and consideration for the purpose of promotion/confirmation if it is not considered so by BdREN Board of Trustees. But the other penalties might form a bar for eligibility of getting promotion.

(2) Functions of the Promotion Committee (PC)

PC will consider and make recommendations in all cases of promotion of employee on respective post.

(3) Mode of Promotion

PC shall decide for itself the method and procedure to be followed. PC may not hold written tests and personal interviews for all or any single category of posts under its consideration and may do so only if it deems necessary.

(4) Promotion Authority

Promotion to the all positions shall be given by the Chief Executive Officer on recommendations of PC and approval of Board of Trustees.

(5) Promotion Criteria

Officers & Employees must fulfill the requirement as laid down in approved promotional criteria. The promotional criteria have been listed in Schedule-IV.

Chapter-III

General Conditions of Service

16. Certain Pre-Conditions of Service:

- (1) Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the BdREN and he/she may be employed in any manner in any place required by the BdREN without claim for additional remuneration.
- (2) Two or more employees cannot be appointed on a substantive basis to the same permanent post at the same time.
- (3) An employee cannot be appointed to two or more permanent posts at the same time except as a temporary measure.
- (4) Considering the technical nature of the BdREN and employee motivation, career path needs to be established.
- (5) In case of promotion or direct appointment (applying through proper channel) of a permanent employee of the BdREN to the higher post, his/her previous length of service shall be counted as continuous service for calculating the leave, CPF & Gratuity. In this case, the CPF membership and contribution will be continued during the probation period.

17. Fixation of Seniority:

(1) Seniority on first appointment:

Seniority on first appointment shall be as under:

- a) where the appointment is made on the recommendation of a Selection Committee, the seniority shall be fixed by the Selection Committee on the merit of the candidates, and the seniority thus fixed shall be taken as the seniority in the position provided the candidate or candidates joined within the time limit given in the appointment order and, where no such time limit is given, within 21 (Twenty-one) days from the date of issue of the order. However, the seniority of the candidate will be behind the other incumbents, who are already there in the same position.
- b) where only one person is appointed to a post, his seniority will be determined on the basis of his appointment to the post. The seniority of the candidate who could not join within the time limit mentioned in clause (a) shall also be counted from the date of joining.

(2) Seniority on transfer:

Employees who have been transferred from one Office/site to another Office/site shall carry their seniority as from the date of joining their first appointment in the post.

(3) Seniority on promotion:

- a) Seniority on promotion shall take effect from the date of issue of the promotion order or from the date mentioned in such order;

- b) The seniority of the employees promoted simultaneously shall be determined on the basis of merit recorded by the Selection Committee.

(4) Seniority on Extraordinary Leave:

Extraordinary leave without pay may from case to case be granted to an employee in special circumstances, when no other leave is admissible under the service rules. Extraordinary leave with pay will be counted as qualifying services for seniority.

18. Deputation for foreign training/visits

An employee may be allowed to visit overseas countries with the approval of the Chief Executive Officer in the case of all officers & staff up to the level 2 and with the approval of the Board of Trustees in the case of Chief Executive Officer for training, seminar, workshop, study, medical treatment, contract negotiation, witnessing, testing, inspection, on leave or for any other purpose whether official or private.

19. Transfer

An employee may be transferred from one post to another post or from one jurisdiction to another jurisdiction of the Trust.

20. Service Record

- (1) A record of service of each employee shall be maintained separately in the form prescribed by the BdREN and the BdREN shall preserve the specific service record.
- (2) An employee shall be allowed to go through his/her service record once in a year in presence of an authorized officer and he/she shall sign with date in that service record stating that matters endorsed in the service record is true and complete. If an employee finds any omission or error in the service record, he/she shall communicate the matter in writing for correction to the officer having the authority within 15 (fifteen) days.

21. Pay & Other Benefits

The pay and other allowances of the employees of the BdREN shall be as determined by the Competent Authority approved by BoT, from time to time. Approved Pay structure is shown in Schedule-II.

- An employee while on duty shall draw the pay approved for his/her post, as fixed from time to time.
- An employee shall draw the pay and allowances attached to the post with effect from the date he/she assumes the duties of that post and shall cease to draw the pay and allowances as soon as he ceases to discharge those duties.

Note: In this rule, 'date' means the forenoon of the day in question, for example, if charge is assumed or transferred before noon of a day, it shall take effect from

that day and if charge is assumed or transferred in the afternoon, it shall take effect from the following day.

(1) Fixation of Pay

An employee while on duty shall draw the pay attached to his post, as fixed from time to time and while on leave shall draw the salary as regulated under leave policy.

a) Initial Pay

- i. The initial pay of an employee on first appointment shall, be the minimum of the scale of pay of the post to which he is appointed. If any advance increment is given; those increments will be added with the minimum pay at the time of fixation of his initial pay.
- ii. The initial pay of an employee appointed on promotion shall be fixed at the stage of the scale of pay of the new post which is next above his basic pay including personal pay of the old Post.

Provided that the Competent Authority may, after considering the qualifications & experience and for reasons to be recorded in writing, recommend higher initial pay in the pay scale of the post to a direct recruitment to be approved by BoT. This will not, however, give him/her any advantage in the matter of seniority.

Provided further that if an employee has previously worked in the same post, or a regular post on the same scale of pay the initial pay shall not be less than the basic pay which he drew on the last occasion, and he shall count for increment the period during which he drew that pay on such last and any previous occasion.

b) Increments

- i. An employee on regular scale shall be allowed annual increment by the Competent Authority every year on the date of his/her first joining the service irrespective of the date of his/her confirmation/promotion unless otherwise barred by any other decision of the Competent Authority.
- ii. The conditions under which service counts for increments in a pay scale are specified as under:
 - All duty in a post on a pay scale and periods of leave including extraordinary leave without pay and allowances will be considered towards service count for increments in that scale.
 - If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post shall count for increments in the lower post; and

- An employee may, in the case of first appointment in recognition of special qualifications or experience, and in other cases, in recognition of outstanding performance or merit, be granted one or more advance increments in a scale of pay, by the BoT.

c) Honorarium

- i. The Appointing authority may grant an honorarium to an employee for work performed which is extraordinary in nature or either so laborious or of such special merit as to justify a special reward.
- ii. The Appointing authority may, on a casual or intermittent basis, and under such conditions as it may prescribe, allow any of the employees, in individual cases or class of cases, to provide service to a Government department or a semi- Government organization or any other organization at a fee prescribed by the Appointing authority for work done or service rendered by him to such department or organization. A portion of the fee as decided by the appointing authority will be paid to the concerned employee or employees.

d) Overtime Allowance-

Overtime allowance for extra hours of work shall be allowed by the Controlling Officer at such rates as may be prescribed by the BdREN Board to the employees when required to work beyond the normal working hours in operation, maintenance and repairing of network lines, and other allied installations as well as other works connected with them. The total overtime working hours shall not exceed eight hours in a week; this limit may be relaxed in case of emergency with the consent of concerned Manager.

e) Shift duty Allowance

The employees, when required to work regularly on rotating shift, shall be allowed shift duty allowance at such rates as may be prescribed by the BdREN Board.

f) Additional allowance for combination of appointment-

When an employee is assigned to perform duties of another post, in addition to his own duties he may be allowed additional allowance on the following terms and conditions, namely:

- i. There shall be a formal order of the Appointing Authority for holding the additional Post;
- ii. No additional allowance shall be allowed for holding an inferior post;
- iii. No additional allowance shall be allowed when the period of dual charge is less than 3 weeks;

- iv. No additional allowance shall be allowed for holding the charge of a superior post which has never been filled up by appointment.
- v. For holding additional charge of another post the employee shall draw the pay of his own post plus an additional 20% of his pay as charge allowance.
- vi. An employee may be allowed additional allowance by his Appointing Authority to hold current charge of an additional post for a period not exceeding one month. If for exigencies, such period is required to be extended, prior approval of the Board shall be obtained. But the period of holding current charge by an employee shall, in no case exceed three months.

g) Joining time

Joining time may be granted to an employee:

- to join a new post to which he/she is appointed on transfer or on promotion while on duty in his/her old post; or
- to join a new post on return from leave, other than extraordinary leave without pay.

i. Pay during joining time

- Joining time shall be regarded as on duty and shall be entitled to the pay of his/her old post.
- An employee, who does not join his/her post within his joining time, shall not be entitled to any pay or leave salary on the expiry of joining time.

ii. Period of joining time

- The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another is one day only, a holiday counting as a day for this purpose, provided if there be more than one holiday, he/she should join immediately after the holidays.
- In the case of transfer involving a change of residence from one station to another, a period of 7 (Seven) days shall be allowed for preparation and another period, subject to maximum of 4 (four) days, shall be allowed to cover the actual journey calculated as under:
 - Journey by rail-----one day for each 250 miles or any longer time actually occupied in the journey;
 - Journey by river or coastal steamer-----one day for each 50 miles or any longer time actually occupied in the journey;
 - Journey by air-----actual time in transit;
 - Journey by motor car or other conveyance plying for public hire -----one day for each 80 miles or any longer actually occupied in the journey; and
 - Journey by other means----- one day for each 15 miles.

- Travel by road not exceeding 5 miles to or from a railway or steamer station at the beginning of the journey shall not count for joining time.
- The Appointing Authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.
- By whatever route an employee actually travels, his/her joining time shall, unless the competent authority for special reasons orders otherwise, be calculated with reference to the shortest route which travelers commonly use.
- **Leave in transit**

If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over the charge of his/her old post shall be included in his/her leave, unless the leave is taken on medical certificate. In the latter case, he/she may be allowed joining time in addition to leave.

Note: For the purpose of joining the Competent Authority means the Transferring Authority.

h) Liveries

- i. The drivers/ Support staff shall be provided with 2 (two) sets of pants and shirts, one pair of shoes and a rain coat in a calendar year.
- ii. Officer and staffs posted in Sub Station or line Maintenance activities will be provided safety gear.

i) Washing Facilities

Employees shall be provided washing allowance every month if approved by the Board from time to time.

j) Income Tax

An employee shall pay income tax on his/her taxable income. BdREN shall deduct the income tax payable by him/her at source as per the Govt. Rules and pay the same to the Government exchequer.

Chapter-IV

Leave

Unless otherwise stated, leave of an employee shall be governed by the provisions laid down in this chapter.

22. Leave Procedure

- (1) Leave account of every employee shall be maintained as per the rules and procedures of the BdREN as laid down in this chapter.
- (2) All applications for leave shall be address to the Competent Authority in the prescribed form and shall be submitted through the proper channel.
- (3) All types of leave to be enjoyed by the employee up to the level-2 shall be approved by the Chief Executive Officer or by his/her delegated officials but leaves for CEO, Vice Chairperson will approve the leave.

23. General Conditions

- (1) Leave is earned by duty only. For the purposes of these rules the period spent on deputation/attachment shall also be counted as duty.
- (2) An incumbent shall be entitled to enjoy the leave admissible under the rule provided such leave is due to his/ her credit.
- (3) Leave cannot be claimed as a matter of right. Leave admissible under these rules may be granted by the Competent Authority who may refuse leave, grant leave for a shorter period than applied for or revoke leave of any description and recall an employee before the expiry of his/her leave.
- (4) An employee shall not overstay without the prior approval of the Competent Authority after proceeding on leave.
- (5) If an employee fails to attend his/her duty due to illness, the Competent Authority shall be informed of such illness either on the same day or on the next immediate day. If the period of absence due to illness exceeds 3(three) days, the incumbent shall provide the medical certificate for the period of absence.
- (6) An employee may be recalled from leave to duty before the expiry of his/her leave if the exigencies of service so warrants.
- (7) All employees shall resume duties on the expiry of leave as initially granted of as subsequently curtailed or extended.

24. Leave salary

- (1) During leave on average pay, an employee shall be entitled to leave salary at a rate equal to the pay last drawn by him before commencement of such leave.
- (2) During leave on half -average pay, an employee shall be entitled to leave salary at a rate of half of the pay last drawn by him before commencement of such leave.

25. Types of leave

- (1) **Earned leave**
- (2) **Causal leave**
- (3) **Sick Leave**
- (4) **Maternity leave**
- (5) **Special disability leave**
- (6) **Extra-Ordinary leave**
- (7) **Study leave**
- (8) **Ex-Bangladesh leave**
- (9) **Quarantine leave**
- (10) **Recreation Leave**

(1) Earned leave

- a) **Full average pay:** Every regular employee shall earn leave on full average pay at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be of 18 (Eighteen) months at a time. But in case of refusal of earned leave, such rule shall not apply. The unavailed leave shall be added to the accumulated leave but encashment of 100% refused earned leave shall be admissible under this rule. The amount of leave on full average pay that may be taken at a time shall not exceed 60 (Sixty) days.
- b) **Half average pay:** Every regular employee shall earn leave on half average pay at the rate 01/12th of the period spent on duty and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on full average pay on submission of medical certificate up to a maximum period of 18 (Eighteen) months exclusive of the encashment of the leave as mentioned in clause (a) above.
- c) **Encashment:** The unavailed earned leave referred to clauses (a) & (b) may be encashed at the time of retirement or at the time of separation from the service with BdREN.

(2) Casual Leave

- a) An employee shall be granted 20 (Twenty) days of casual leave in each calendar year. Such leave may be availed by an employee with the approval of the Competent Authority. Casual Leave shall be changed if the government order changed.
- b) Casual Leave cannot be enjoyed for more than 07 (Seven) days at a stretch.
- c) Casual leave shall not be enjoyed between prescribed holidays. However, it can either be prefixed or suffixed.

- d) Unspent casual leave cannot be carried forward to the next calendar year.

(3) Sick /Medical Leave

Every employee shall be entitled to sick leave only by approved the Competent Authority with full salary for a total period of 10 (Ten) days in a year. Other-sick leave should be availed from CL or EL or leave without pay (EoL). Sick leave will be carried forwarded in the next calendar year.

(4) Maternity Leave

- a) A female employee shall be entitled to maternity leave for a period of 6 (Six) months which is not debitable to the leave account and she shall be entitled to receive full pay for the leave period at the rate she was drawing at the time of taking such leave.
- b) A female employee shall be entitled to such leave if the request for granting the leave is suggested by a registered medical practitioner.
- c) A female employee of the BdREN shall be entitled to maternity benefit up to two surviving children.

(5) Special disability leave

- a) Special disability leave may be granted by the Board on the recommendation of the concerned Civil Surgeon, to an employee who is temporarily disabled by injury inflicted or caused in, or in consequence of, the due performance of his official duty, or in consequence of his official position.
- b) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude, in bringing it to notice:

Provided that if the competent authority is satisfied as to the cause of the temporary disability, such leave may be granted in cases where the temporary disability manifested itself more than three months after the occurrence of its cause.

- c) The period of leave granted shall be such as is certified by a Medical Board to be necessary. It shall not be extended except on the certificate of a Medical Board, and shall in no case exceed twenty-four months.
- d) Such leave may be combined with any other kind of leave.
- e) Such leave may be granted more than once if the temporary disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty-four' months of such leave shall be granted in consequence of anyone disability.
- f) Such leave shall be counted as duty for gratuity only but shall not be debited against the leave account.
- g) Leave salary during such leave shall be equal to-

- i. Average pay, for the first 4 (four) months of any period of such leave including a period of such leave granted under sub-rule (e) and
 - ii. Half-average pay, for the remaining period of any such leave.
- h) Application of this rule may be extended to an employee who is temporarily disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his illness or injury beyond the ordinary risk attaching to the post which he holds.

(6) Extraordinary Leave without pay

- a) An extraordinary leave without pay may be granted when an employee does not have any leave to his credit but when the employee concerned applies in writing for the grant of such leave.
- b) The period of an extra ordinary leave without pay shall not be more than 3(three) months at a time but such period may be extended under the following conditions:
 - i. When the employee is under medical treatment.
 - ii. When the competent authority is satisfied that the said employee is unable to attend his/ her duties due to unavoidable circumstances.
 - iii. The competent authority may convert the period of absence into extra-ordinary leave with retrospective effect.

(7) Study Leave

- a) If a permanent employee seeks leave to undertake higher study in or outside Bangladesh he/she may be granted extra-ordinary leave not exceeding 2 (two) years.

Provided that the employee to whom such leave is granted shall be bound to give an undertaking to BdREN in non-judicial stamp to the effect that he/she would not retire from service or leave BdREN or discontinue his/her service in BdREN before serving the BdREN for a period of five years after the period of study or else he/she will have to pay compensation to the BdREN in cash equivalent to the amount as to be determined by the Competent Authority.

Provided further that such leave shall not be granted to an employee who has put in less than three years' service or to an employee who is due to retire within five years of the date on which he/she is likely to return form the study leave.

- b) On return to duty after completion of the course of study, the employee must submit in details and a certificate from the institute concerned indicating the result of the course of study.

(8) Ex-Bangladesh Leave

An employee may be allowed Ex-Bangladesh leave for purposes of pilgrimage, treatment, meeting or visiting close family members, study outside Bangladesh. In such cases, the maximum leave allowed shall not exceed 60 (sixty) days in a calendar year and shall be debited from earned leave or shall be counted as extraordinary leave without pay. This leave up to level-2 shall be granted by the CEO and for the CEO by the Board.

(9) Quarantine Leave

Quarantine Leave is the leave of absence from duty necessitated by the order not to attend the office in consequence of the occurrence of the infectious diseases in the family/household of an employee. Such leave may be granted by the Head of the Office on the certificate of a Medical officer or a Public Health Officer for a period not exceeding 21 (Twenty-one) days or, in exceptional circumstances 30 (Thirty) days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of admissible under this rule. An employee on quarantine leave shall treat as on duty during the leave.

(10) Recreation Leave

Every regular employee is entitled to 7 (Seven) days of recreation leave after every 3 years' service without any additional allowance/benefit.

Chapter-V

Conduct Rules of Employees

26. Fidelity and Secrecy

Every employee of BdREN shall maintain strict secrecy regarding the affairs of the BdREN and shall not communication directly or indirectly to any person the information which has come into his/her possession in the course of his/her duties whether from official sources or otherwise, unless he is required to do so by law or directed by a superior officer in the discharge of his/her duties.

27. Conduct and Discipline

- (1) Every employee shall
 - a) Strictly conform to and abide by these rules;
 - b) Remain aligned to the BdREN vision, mission, policies and goals;
 - c) Demonstrate and participate in the process and show commitment through performance;
 - d) Observe, comply with and obey all orders and directions which may, from time to time, be given by the BdREN and any person or persons under whose jurisdiction, superintendence or control he may be;
 - e) Serve the BdREN and discharge his assigned duties faithfully, honestly and diligently;
 - f) Use his utmost endeavor to promote the interests or the BdREN.
 - g) Observe proper decorum, attend office with duly wearing uniform, use safety dresses and show courtesy in all matters to all concerned and the members of the public; and
 - h) Maintain strict secrecy regarding the affairs of the BdREN.
- (2) No employee shall-
 - a) Associate himself/herself with any political organization, front organization of political parties or otherwise take active part in politics or any political demonstration;
 - b) Absent himself/herself for duties or leave his/her station without obtaining permission from his/her controlling officer;
 - c) Make any public statement through media such as press, radio or television or e-mail or internet or web-site, unless specifically authorized to do so by the BdREN.
 - d) Accept or seek any other employment or office or part-time work, whether on payment, stipendiary or honorary, without previous sanction of the Board.
 - e) Engage in any trade or business without specific approval of the Board.

- f) Indulge in parochialism, favoritism, victimization, willful abuse of office, seizure (Gherao) of office or any officer or coercion to officer/staff in a body or individually.
- g) Construct a building, whether intended to be used for residential or commercial purpose, except with the previous sanction of the Board obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

Notwithstanding anything contained in clause (d) and (e) of the above sub-rule, an employee may undertake occasional work of a purely professional, literary or artistic nature provided such work does not cause any conflict of interest of the job responsibilities of the incumbent or not detrimental to the cause of BdREN.

- (3) No employee or member of his family shall-
 - a) Accept any gift or concession from any employee or person having or likely to have dealing with the BdREN; and
 - b) Lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person or firm having or likely to have dealings with BdREN.

Provided that this sub-rule shall not apply to dealings in the ordinary course of business with a joint stock company, bank or firm of a standing.

- (4) No employee shall be member, office bearer or representative of any association or union other than a philanthropic, religious, social or professional organization unless such association or union is organized for the welfare and safeguard of the interest of the employees under the terms and conditions of the BdREN rules and regulations in force.
- (5) No employee shall
 - a) Accept or permit any member of his family to accept any gift/benefit from any client of the BdREN or any person or body likely to have transactions with the BdREN or any candidate seeking employment in the BdREN;
 - b) Accept without giving information in writing to the CEO, any gift from foreign agencies.
- (6) Every employee shall immediately report to his controlling officer in case of any member of his family engages in any employment, trade or business with the Board.
- (7) Declaration of assets and properties-
 - a) Every employee except Grade 8 employees shall, at the time of entering the service under the Board, make a declaration to the Board, through the usual channel, of all immovable and movable properties including shares,

certificates; securities, insurance policies and jewellery having a total value of Taka 50,000.00 (Taka Fifty thousand) or more belonging to or held by him or a member of his family and such declaration shall-

- I. state the district or districts within which the property is situated;
 - II. show separately individual items of jewellery exceeding Taka 20,000.00 (Taka Twenty thousand) in value; and
 - III. Give such further information as the BdREN may, by general or special order; require.
- b) Every employee shall as and when he is so required by the BdREN, by a general or special order, furnish to the Board information as to his: assets disclosing his liquid assets and all other properties, immovable and movable, including shares, certificate, insurance policies and jewellery.
- c) Save in the case of a transaction conducted in good faith with a regular dealer, an employee who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value Taka 20,000.00 (Taka Twenty thousand) with a person possessing immovable property or carrying on business within the station, district or other local limits for which, such -employee is appointed, shall declare his intention to the CEO, and when the employee himself is the CEO; to the Board and such declaration shall state fully the circumstances, the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal, and thereafter the employee shall act in accordance with such orders as may be passed by the CEO or, as the case may be, the Board.

Explanation: In this sub-rule the term 'property' includes agricultural or urban land, bonds; shares and securities but does not include a plot purchased for building a house from a co-operative housing society or a Government housing scheme; or bonds, shares or securities purchased from the approved security market, a semi-Government institution or through public offer by a company.

- d) Notwithstanding anything contained in clause (e), an employee who is about to quit the station, district or other local limits for which he has been appointed, may, without making reference to any authority specified in clause (e), dispose of any of his movable property by circulating lists of it generally or by causing it to be sold in public auction.

Chapter-VI

Disciplinary Action

28. Grounds of Penalty

Where an employee of BdREN in the opinion of the authority-

- a) is inefficient, or has ceased to be efficient; whether by reason of
 - i. infirmity of mind or body, or
 - ii. having on two more consecutive occasions, failed to pass in a departmental examination prescribed for the purpose of maintaining or raising general efficiency, or
 - iii. having, without reasonable cause, failed to appear at any such examination as aforesaid, or
 - iv. otherwise, and is not likely to recover his efficiency; or
- b) is guilty of misconduct; or
- c) is guilty of desertion; or
- d) is corrupt, or may reasonably be considered corrupt because-
 - i. He/she is, or any of his dependents or any other persons through him/her or on his/her behalf is, in possession (for which he/she cannot provide reasonable account) of pecuniary resources which is disproportionate to his/her known source of income; or
 - ii. He/she has assumed a style of living beyond his ostensible means; or
 - iii. Has a persistent reputation of being corrupt; or
- e) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities and whose retention in service is considered prejudicial to national security.

The authority may impose on his/her one or more penalties specified in rule 29 of this chapter.

29. Penalties

- (1) There shall be two kinds of penalties which may be imposed under these rules, namely, minor penalties and major penalties.
- (2) The following are the minor penalties-
 - a) Censure;
 - b) withholding, for a specified period, of promotion or of increment otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post;
 - c) stoppage, for a specified period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar;
 - d) recovery from pay or gratuity of the whole or any part of any pecuniary loss caused to BdREN by negligence or breach of orders;
 - e) Reduction to a lower stage in the time-scale.
- (3) The following are major penalties-

- a) reduction to a lower post or time-scale;
 - b) compulsory retirement;
 - c) removal from service;
 - d) dismissal from service.
- (4) Removal from service does not, but dismissal from service does, disqualify from future employment under BdREN.
- (5) Penalties may be imposed as follows-
- a) for inefficiency as laid down in sub-clause (i) of clause (a) of rule 28, any penalty except censure and dismissal from service;
 - b) for any other inefficiency, any penalty except dismissal from service;
 - c) for misconduct, any penalty;
 - d) for desertion, any penalty;
 - e) for corruption or subversion, any major penalty except reduction to a lower post or time-scale.
- (6) No authority subordinate to that by which an employee was appointed shall be competent to impose on him any major penalty.
- (7) In this rule, removal from service or dismissal from service does not include the discharge of a person-
- a) Appointed on probation, during the period of probation or in accordance with the probation and training rules applicable to him; or
 - b) Appointed otherwise than under a contract to hold a temporary appointment, on the expiration of the period of appointment; or
 - c) Engaged under a contract, in accordance with the terms of his contract.

30. Inquiry procedure in case of subversion-

- (1) When an employee is to be proceeded against under clause (e) of rule 28, the authority;
- a) May, by order in writing, require the employee concerned to proceed on such leave as may be admissible to him and from such date as may be specified in the order;
 - b) Shall, by order in writing, inform him of the action proposed to be taken in regard to him and the ground of that action; and
 - c) Shall give him reasonable opportunity of showing cause against that action before an inquiry committee to be constituted under sub-rule (2) to inquire into the charge;

Provided that no such opportunity shall be given where the Board of Trustees satisfied that in the interest of the security of Bangladesh it is not expedient to give such opportunity.

- (2) Where an Inquiry Committee is to be constituted in pursuance of clause (c) of sub-rule (1), the appointing authority shall constitute it with three Officers of the rank not below that of the employee.
- (3) The Inquiry Committee constituted under sub-rule (2) shall hold inquiry into the charge and submit its findings to the appointing authority and the appointing authority shall pass on the findings such orders as it deems fit.

31. Inquiry procedure in cases calling for minor penalties

- (1) When an employee is to be proceeded against under clause (a) or (b) or (c) of rule 28, and the authority or such officer as the authority may by general or special order, specify in this behalf, is of the opinion that allegation, if established, would call for a minor penalty heavier than that of censure, the authority shall-
 - a) make the allegations against the accused known to him in writing and call upon him to explain his conduct within a period of seven working days from the date of receipt of the allegations by the accused and to state whether he desire of be heard in person; and
 - b) consider the explanation of the accused, if any, submitted within the specified time and, if he has desired of be heard in person, after giving an opportunity of being heard in person, or if no explanation is submitted within the specified time, may award any of the minor penalties;

Provided that the authority may, if it thinks fit, appoint an officer not below the rank of the accused to inquire into the allegation(s) and submit his findings.

- (2) On receipt of the findings of the Inquiry Officer, the authority shall take final decision in the case or may order such further inquiry as it or he may consider necessary.
- (3) On receipt of the findings of further inquiry, the authority, shall take final decision.
- (4) When an employee is to be proceeded against under sub-rule (a) or (b) or (c) of rule 28, and the authority is of the opinion that the allegations, if established, would call for the penalty of censure, the authority may impose upon the accused the said penalty after hearing him in person and recording the reasons therefore. If, however, the accused does not appear or refuses to appear, the said penalty may be imposed upon him without any hearing or after following the procedure laid down in sub-rules (1) to (3) in which case, if the allegation is established, the penalty higher than that of censure shall be imposed. If the accused demands that the allegation be communicated to him in writing, the procedure laid down in sub-rules (1) to (3) shall be followed and, in that event, if the allegation is established, the penalty higher than that of censure shall be imposed.

32. Inquiry procedure in cases calling for major penalties

- (1) When an employee is to be proceeded against under clause (a) or (b) or (c) or (d) of rule 28, and the authority is of the opinion that the allegations, if established, would call for a major penalty, the authority shall-
 - a) frame a charge and specify therein the penalty proposed to be imposed, and communicate it to the employee together with a statement of allegations on which it is based and of any other circumstances which the authority proposes to take into consideration when passing orders on the case;
 - b) require the accused to submit, within ten working days from the day the charge has been communicated to him, a written statement of his defense and to show cause at the same time why the penalty proposed to be imposed

on him should not be imposed and also to state whether he desires to be heard in person:

Provided that if the accused prays for extension of time before the expiry of the specified period, the authority may allow him such extension up to ten working days for submission of the statement.

- (2) Where the accused submits his statements of defense within the specified or extended time, the authority shall consider such statement together with all materials relating to the charge and if, after such consideration, the authority is of the opinion that-
 - a) there is no good ground for proceeding against the accused, it shall withdraw the charge and the proceeding shall accordingly be disposed of;
 - b) there is good ground for proceeding against the accused, but the allegation, if established, would call for minor penalty, it may after giving him an opportunity of being heard in person, award any of the minor penalties or may follow the procedure laid down in rule 31 for imposition of minor penalty by appointing an Inquiry Officer under that rule;
 - c) there is good ground for proceeding against the accused for imposition of major penalty, it shall appoint an Inquiry Officer who shall be an officer not below the rank of that of the accused or a Board of Inquiry to inquire into the allegation contained in the charge.
- (3) Where the accused does not submit his statement of defense within the specified or extended time, the authority shall appoint an Inquiry Officer who shall be an officer not below the rank of that of the accused or a Board of Inquiry to inquire into the allegations contained in the charge within ten working days from the date of expiry of the specified or extended time.
- (4) The Inquiry Officer or Board of Inquiry, as the case may be, shall start holding of the inquiry within seven working days from the date of receipt of the order of inquiry and shall conduct the inquiry in accordance with the procedure laid down in rule 35 and submit his or its finding to the authority.
- (5) On receipt of the report of the findings of the Inquiry Officer or the Board of Inquiry, the authority shall consider the report and record its decision on the charge and communicate the same together with a copy of the report to the accused.
- (6) If the authority decides under sub-rule (5) to impose any major penalty, it shall ask the accused to show cause within seven working days why the proposed penalty shall not be imposed on him.
- (7) The authority shall take final decision on the proceedings after considering the cause shown if any, by the accused within the time specified in sub-rule (6) and communicate the same to the accused.

- (8) The proceedings of an inquiry under this rule shall contain sufficient record of the evidence and, where an Inquiry Officer or Board of Inquiry is appointed, also the report of the findings of the Inquiry Officer or Board and the grounds therefor.

33. Savings-

Nothing in rule 31 or 32 shall apply to a case –

- (1) where the accused is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction of a criminal charge; or
- (2) Where the authority competent to dismiss or remove the accused from service or to reduce him in rank is satisfied that, for reasons to be recorded in writing by that it is not reasonably practicable to give the accused an opportunity of showing cause.

34. Power to order medical examination as to mental or bodily infirmity-

- (1) Where it is proposed to proceed against an employee on the ground of inefficiency by reason of infirmity of mind or body, the authority may, at any stage of the proceedings, require the employee servant to undergo a medical examination by a Civil Surgeon and the report of the Civil Surgeon shall form part of the proceedings.
- (2) If the BdREN employee refuses to undergo such examination, his refusal may, subject to the consideration of any ground he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of examination would prove unfavorable to him.

35. Procedure to be followed by Inquiry Officer

- (1) The Inquiry Officer shall hear the case from day-to-day, and no adjournment shall be given except for reasons to be recorded in writing.
- (2) In an inquiry conducted under this rule, the Inquiry Officer shall hold an inquiry at which oral evidence shall be heard and recorded as to such of the allegations as are not admitted and, documentary evidence relevant or material in regard to the charge shall be considered. The accused shall be entitled to cross -examine the witnesses against him, to give evidence in person and to have such witness called for the defense as he may wish. The person presenting the case in support of the charge shall be entitled to cross -examine the accused and the witnesses examined in his defense. The accused may also consult relevant files, but he shall not have access to the note portion of the files;

Provided that the Inquiry Officer may, for reasons to be recorded in writing, refuse to call for a particular witness or to summon or admit particular evidence.

- (3) In an inquiry under this rule, the accused may, if he so desires, adduce oral evidence in his defense which shall be subject to such cross-examination as may be necessary.
- (4) The authority may nominate any person to present the case in support of the charge before the Inquiry Officer.
- (5) If the Inquiry Officer is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he shall administer a warning and if thereafter he is satisfied that the accused is acting in disregard of the warning, he shall record a finding to that effect, and proceed to complete the inquiry in such manner as he thinks best fitted to do substantial justice.
- (6) If the Inquiry Officer is satisfied that the conduct of the accused amounts to contempt of his office, he shall record the relevant facts and circumstances relating to such contempt and inform the authority on the matter, whereupon the authority may, if it deems fit, proceed against the accused separately under rule 28 (b).
- (7) The Inquiry Officer shall, within seven working days of the conclusion of the proceedings submit his findings and grounds therefore to the authority.
- (8) The Inquiry Officer shall give his findings stating whether the accused is guilty or not guilty on each charge and he shall not give any recommendation regarding punishment or otherwise.
- (9) The authority may, in any case it deems fit, instead of appointing an Inquiry Officer under these rules, appoint a Board of Inquiry consisting of three persons, and, where a Board of Inquiry is appointed, references in this rule to an Inquiry Officer shall be construed as references to the Board.
- (10) No proceeding or decision of a Board appointed under sub-rule (9) shall be invalid or be called in question merely on the ground of absence of any member thereof in any sitting of the board.

36. Suspension

- (1) An employee against whom action is proposed to be taken under clause (b) or (c) or (d) of rule 28, may be placed under suspension if, in the opinion of the authority, suspension is necessary or expedient:

Provided that the authority may, if it considers it more expedient, instead of placing such employee under suspension, by order in writing require him to proceed on such leave as may be admissible to him from such date as may be specified in the order.

- (2) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of, or by a decision of, a court of law or Administrative tribunal and the authority, on consideration of the circumstances of the case, decided to hold a further inquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the authority from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

37. Appeals against Orders

An employee shall have the right to appeal once only against an order imposing any penalty specified in rule 29 of this chapter except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by an order of the Board of Trustees, there shall ordinarily lie no appeal but the Board of Trustees may review its own order 'suo moto' or on receipt of representation from the employee concerned.

(1) Limitation for appeals-

No appeal under this part shall be entertained unless it is submitted within three months of the date on which the appellant was informed of the order appealed against:

Provided that the appellate authority may, entertain an appeal within three months after the expiry of the above period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

(2) Form and manner of submission of appeals

- a) Person submitting an appeal shall do so separately and in his own name.
- b) The appeal shall be addressed to the authority to whom it lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- c) Every appeal shall be submitted through the head of the office in which the appellant serves or, if he is not in service, the head of the office in which he served last and through the authority against whose order the appeal is preferred;

Provided that an advance copy of the appeal may be submitted direct of the appellate authority.

(3) Withholding of appeals-

- a) The authority which made the order appealed against may withhold the appeal, if-
 - i. it is an appeal against an order for which no appeal lies; or

- ii. it is not submitted within the period specified in rule 37(1) and no cause is shown for the delay; or
- iii. it does not comply with any of the provisions of rule 37(2); or
- iv. it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are these which afford grounds for reconsideration of the case:

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for it within seven days from the receipt of the appeal

Provided further that an appeal withheld on the ground only of failure to comply with the provisions of rule 37(2) may be resubmitted at any time within one month of the date on which the appellant was informed of the withholding of the appeal, and, if resubmitted after compliance with the said provisions, shall not be withheld.

- b) No appeal shall lie against the withholding of an appeal by a competent authority.
- c) A list of the appeals withheld by any authority under this rule, together with the reasons for withholding them, shall be forwarded quarterly by that authority to the appellate authority.

38. Forwarding of appeals-

- (1) The authority which made the order appealed against shall forward to the appellate authority every appeal which is not withheld under rule 37 together with its comments thereon and the relevant records within three working days from the date of receipt of the appeal.
- (2) The appellate authority may call for any appeal withheld under rule 37, and thereupon such appeal shall be forwarded to that authority together with the comments of the authority withholding the appeal and the relevant records.

39. Disposal of appeals

- (1) In the case of an appeal against an order imposing any penalty, the appellate authority shall consider-
 - a) Whether the procedure prescribed in these rules has been complied with and, if not, whether such non-compliance has resulted in failure of justice;
 - b) Whether the findings on the charge are justified; and
 - c) Whether the penalty imposed is excessive, adequate or inadequate; and pass such orders as it deems fit within a period of sixty working days.
- (2) In the case of an appeal against any other order, the appellate authority shall consider all the facts and circumstances of the case and pass such orders as it deems just and equitable within a period of thirty working days from the date of receipt of the appeal.

- (3) The authority which passed the order appealed against shall give effect to the order passed by the appellate authority within thirty working days from the date of receipt of the order of the appellate authority.

40. Review

- a) Where an order by which an employee is aggrieved was made by the Board of Trustees, may apply to the Board of Trustees for review of the order.
- b) No application for review shall be entertained unless it is submitted within three months of the date on which the applicant was informed of the order by which he is aggrieved;

Provided that the Board of Trustees may entertain an application for review within three months after the expiry of the above period if the Board is satisfied that the applicant had sufficient cause for not submitting the application in time.

- c) Every person submitting an application for review shall do so separately and in his own name.
- d) Every application for review shall be submitted to the Board of Trustees through the head of the office in which the applicant serves or, if he is not in service, the head of the office in which he served last.
- e) The Board of Trustees may pass such orders on an application for review as it deems fit.

41. Revision-

The Board of Trustees may, on his own motion or otherwise, after calling for the records of the case, revise any order passed in appeal, or any, order which is appealable but against which no appeal has been preferred, under these rules within one year of the date on which the order was passed.

Chapter-VII

Retirement, Termination, Resignation and Retirement Benefits

42. Retirement

- (1) Normal retirement is mandatory upon the completion of 60 years of employee's age.
- (2) The date of retirement of an employee shall be one day after the date on which he attains the age of 60 years. If the nature of the duties performed by the employee is such that no substitute with similar qualifications and experience' can be found to replace him, he may, subject to physical fitness, be re-employed on contract basis with the approval of the Board of Trustees;
- (3) Subject to sub-rule (1), an employee after completion of 25 years' service may, at his own option, retire, or the competent authority may at any time retire an employee who has completed 25 years of service without assigning any reason with 30 days' notice on either case.
- (4) If any judicial proceedings instituted by the BdREN or any departmental proceedings are pending against an employee at the time of his retirement or as the case may be, ceasing to be in service, he shall not be entitled to any retirement benefits, except his own contribution to any fund and the interest thereon, till the end of such proceedings and the payment of any retirement benefit to him shall be subject to the findings of such proceedings. The proceeding shall be completed within the time schedule mentioned in relevant section of the rules.
- (5) While paying retirement benefits, advances/loans if any due shall be adjusted.

43. Resignation

- (1) Unless otherwise provided in the terms of employment or of any bond executed by an employee, a permanent employee may resign from the service after giving 2 (Two) months' notice in writing or refunding two months' basic pay in lieu of such notice or for the period by which such notice falls short of 2(Two) months and after repaying the dues of the BdREN if any.
- (2) A temporary employee/probationer may resign from the BdREN after giving one month's notice in writing or refunding one month's basic pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the BdREN, if any.

44. Termination

The competent authority may terminate the service of an employee by giving 3 (three) months' notice in case of permanent employees and 1 (one) months' notice in case of temporary employees/probationer or by paying an amount equivalent to 3(three) months' or 1 (one) month's pay as the case may be without assigning any reason whatsoever.

45. Retirement Benefits

The retirement of employees of the BdREN may be categorized as under:

- (1) Normal Retirement.
- (2) Optional Retirement.
- (3) Compulsory Retirement.

(1) Normal Retirement and Retirement Benefits

- a) Every employee (Except Level 1) shall retire from the service of the BdREN on completion of 60 years of age. CEO will retire at the age of 62.
- b) An employee going on normal retirement shall be entitled to the following retirement benefits
 - He/she may be allowed to go on leave for the entire period of his/her unavailed privilege leave not exceeding 180 days prior to his/her attaining the age of superannuation with full pay and allowances and other facilities which he/she was availing from the BdREN before proceeding to such leave, or he/she may continue to duties till completion of 60 years of his/her age and thereafter he/she may encash the entire period of his/her unavailed earned leave not exceeding 18 (Eighteen) months available to his/her leave account to be calculated on the basic pay drawn for the month preceding his/her superannuation.
 - The Resigned/Terminated Employee shall also be entitled to encash his/her unavailed earned leave not exceeding 18 (Eighteen) months available to his/her leave account. But no Dismissed or Removed employee shall be entitled to encash his/her unavailed earned/privilege leave available to his/her leave Account.
 - The deceased Employees are entitled to the encashment of maximum 18 (Eighteen) months unavailed earned leave available to his/her leave account to be calculated on the basic pay drawn for the month preceding his/her death.
 - The BdREN shall notify a retiring employee at least one year before the date of superannuation allowing him/her to exercise option, within one month of such notification, either to enjoy the unavailed leave or to encash his/her accumulated leave.
 - Both contributions of the employee and employer to the Provident Fund provided he/she has completed 5 years' continuous service in the BdREN from the date of his/her joining;

(2) Optional Retirement and Retirement Benefits

An employee will have the option to retire from the service after completion of 25 years of continuous and satisfactory services with not less than 3 (three) months' prior notice before his/her going on such retirement with such benefits as admissible to normal retirement.

Provided that such option once exercised shall be final and shall not be permitted to be modified or withdrawn by him/her.

The BdREN shall also have the right to ask an employee to go on retirement after completion of 25 years' of his/her continuous services with such benefits as admissible to him/her in case of normal retirement.

(3) Compulsory Retirement

An employee compulsorily retired shall, except as hereinafter provided, be entitled, subject to the order of the Board, to such retirement benefits as would have been admissible to him/her on the date of retirement under provisions of the rules as applicable to him/her if he/she had been discharged from service on account of the abolition of his/her post without alternative suitable employment being provided.

Provided that where the compulsory retirement follows a period of suspension ordered under such retirement benefits shall be admissible only for the period of service rendered excluding the period of suspension.

(4) Re-employment

A retired employee of BdREN may be re-employed on contract basis by the BdREN on such terms and conditions as may be decided by the Competent Authority having regard to the emoluments that he/she had been drawing before retirement.

Chapter-VIII Gratuity

46. Admissibility

Gratuity shall be admissible to all regular employees who

- i. Rendered at least five years continuous service in BdREN and-
 - ii. have not been dismissed, discharged or removed from service as a measure of punishment; or have not resigned, left or discontinued the service without permission of the competent authority; and
 - iii. a regular employee whose service is terminated before completion of five years on the following grounds, namely-
 - a) The post to which he is appointed is abolished or he is retrenched from service for reduction of strength;
 - b) He is discharged from service due to total or partial disablement; or
 - c) He died while in service;
- (2) The additional-charged period of service of an employee shall be counted towards computation of gratuity subject to the conditions that-
- a) The work-charged period of service may be counted only when it is found to be continuous and immediately followed, without any break, by service on regular basis.
 - b) Work-charged service for 2 (Two) years shall reckoned as regular service for one year for the purpose of calculation of gratuity only.

47. Amount of Gratuity

The amount of gratuity shall be computed as per the following rate:

Sl.	Period of Service	Gratuity Rate per year
1	5 Years	1.0 Time
2	Up to 10 Years	1.5 Times
3	Up to 15 Years	2.0 Times
4	Up to 20 Years	2.5 Times
5	More than 20 years	3.0 Times

N.B: Completed year of service will be calendar year or for any part thereof exceeding 121 days. The pay last drawn shall be the basis for such computation.

48. Nomination

- (1) Each employee shall make a nomination in conferring on one or more persons the right to receive the amount of gratuity in the event of his death before payment of gratuity.
- (2) If an employee nominated more than one person under sub-rule (1), he shall specify in his nomination the share payable to each of the nominees in such manner as to cover the whole amount of gratuity.
- (3) An employee may, at any time, cancel a nomination by notice in written, and in doing so; he shall along with such notice send a fresh nomination made in accordance with the provisions of sub-rule (1) and (2).

49. Payment in the event of death

In the event of death of an employee before the payment of gratuity, it shall be paid to his nominee or nominees in the manner specified by him in his nomination; and in the absence of any nomination, to his legal heir or heirs.

50. Procedure for payment

The payment of gratuity shall be made by the Drawing and Disbursing Officer concerned. 100% of the gratuity money may, however, be paid by the controlling Officer to an employee at the time of proceeding retirement or termination or resignation.

Chapter-IX

Contributory Provident Fund

51. Application of the Chapter-

This Chapter shall apply to all regular employees, except-

- (1) the transferred Government employees who hold lien on pensionable Government service;
- (2) casual employees and the employees who are paid from contingency;
- (3) retired Government servants who have been re-employed under the Board and
- (4) officers appointed on contract, if so, provided in the contract.

52. Constitution and Management of the Fund-

- (1) There shall be constituted a Fund to be called the Bangladesh Research and Education Network (BdREN) Contributory Provident Fund.
- (2) The management of the fund shall vest in the BdREN and its officers authorized in this behalf.

53. Eligibility of being subscribe to the Fund-

- (1) An employee to whom this Chapter applies shall be eligible to subscribe to the Fund.
- (2) All eligible subscribers shall subscribe monthly to the Fund beginning from a calendar month after entry into regular service of the Board.

Note-An employee on probation shall be eligible, after confirmation, to subscribe to the Fund with retrospective effect.

54. Conditions and rate of subscription-

- (1) The amount of subscription shall be fixed at the rate of 10 (Ten) percent of the pay of the subscriber and such subscription shall be deducted from his monthly pay.
- (2) The subscription of a subscriber who is on leave, other than extraordinary leave without pay, shall be deducted at the usual rate from his 'leave salary but no subscription shall be deducted for any period for extraordinary leave without pay.
- (3) In case of an employee under suspension, no subscription shall be deducted from his subsistence grant, but, if he is subsequently reinstated with pay or leave salary with retrospective effect the subscriptions at the usual rate shall be deducted in lump sum for the entire period of his suspension.
- (4) No subscription to the Fund shall be deducted for the last broken month of termination of service by retirement, resignation, discharge, dismissal, retrenchment or death.

55. Contribution of BdREN-

The BdREN shall contribute to the credit of each subscriber an amount equal to the amount of his subscription at the end of each financial year.

56. Interest-

Bank shall pay interest to the credit of the subscribers and the rate of such interest shall be determined by Bank at the end of each financial year.

57. Subscriber's account-

- (1) An account shall be opened and maintained in a Pass Book in Form No. 1 wherein all transactions in respect of the subscriber's account in the Fund shall be entered under the signature of the officer concerned, with the drawing and disbursement of his salary. This shall be in addition to the usual system of maintaining accounts in the office of Accounts.
- (2) Regular monthly entries with date should be made in the Pass Book in respect of-
 - a) subscription of the subscriber;
 - b) advance, if any, paid to the subscriber;
 - c) refund of advance, if any; and
 - d) recovery of interest, if any, on advance.
- (3) At the end of each financial year entries shall be made in the Pass Book in respect of the contribution of the BdREN and the interest due to the credit of the subscriber under rule 55.
- (4) The Pass Book shall remain in safe custody of the Drawing and Disbursing Officer or the Asstt. Manager (Finance & Accounts) concerned with the salary bills of the subscriber. After up-to-date entries at the end of each financial year, the Pass Book shall be sent to the Manager (HR & Admin) for verification who shall, after such verification, return the Pass Book immediately to the concerned Drawing and Disbursing Officer (Asstt. Manager, Finance & Accounts). A copy of the verified yearly accounts shall be sent to the subscriber concerned.

58. Advances from the Fund-

- (1) A temporary advance, not exceeding the amount equal to six months' pay of the subscriber or 80 (Eighty) percent of the amount subscribed by him together with interest accrued thereon, whichever is less, may be granted by the CEO, to a subscriber who has completed three years' service or whose service has been confirmed and who has subscribed to the Fund for not less than three years, for the following purposes namely-
 - a) To purchase land for a residential house or for building a residential house or for both;
 - b) To meet the expenses of marriage of self, son, daughter or dependent sister;
 - c) To meet the expenses for medical treatment of self or any member of his family, who is dependent on him in case of prolonged illness;

- d) to meet the expenses of higher education for self or children;
 - e) for repairing of house;
 - f) for repayment of loan; or
 - g) for any other emergency.
- (2) An interest on the sum advanced under sub-rule (1) shall be charged at such rate as shall be prescribed by the BdREN on the credit of the accounts of the subscriber when such advance is made.

Provided that no such interest shall be charged on any sum advanced to a subscriber whose account does not carry interest.

- (3) No second advance shall generally be granted until the previous advance and the interest accrued thereon are fully recovered. In special circumstances second advance may be allowed at the discretion of sanctioning authority. The two advances together should not exceed 80 percent of the employee's own contribution.
- (4) A subscriber may, after attaining the age of 50 years or after completion of 25 years continuous service, withdraw from the Fund an amount not exceeding 80 (Eighty) per cent, of his subscription and interest accrued thereon less the balance of advance, if any, taken under sub-rule (1), Such withdrawal shall be adjusted at the time of final payment on closing his account in the Fund after retirement or termination of his service.

59. Recovery of advance-

- (1) An advance granted to a subscriber under rule 58 shall be recovered from him in such number of equal monthly installments as the sanctioning authority may direct, but' such number shall not be more than 36 (thirty-six). A subscriber may, at his option, make repayment earlier in lump sum or in such smaller number of installments as he thinks fit.
- (2) Recovery shall be made by compulsory deduction from salary bills, in addition to the usual monthly subscriptions, commencing from the first full month's pay after payment of the advance. But no recovery shall be made from a subscriber while he is on leave other than leave on full pay except with his consent.
- (3) The interest, if any, on advance shall be recovered in one or more installments, similar to the principal, in the month or month immediately following the full recovery of the principal.

60. Nomination-

- (1) A subscriber shall, as soon as his account in the Fund is opened, furnish a nomination in the Form prescribed in the Pass Book conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before that amount is paid to him. If any person, so nominated, is minor or under any disability to give a legal discharge for any payment, the subscriber shall at the same time authorized another person who is

of full age and capable of giving a legal discharge for the purpose of receiving payments on behalf of the minor or disabled nominee.

- (2) If, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favor of any person or persons other than the members of his family, and if, at the time of making the nomination, the subscriber has no family the nomination shall become invalid in the event of his subsequently acquiring a family when he shall have to furnish fresh nomination in favor of any member or members of his family.
- (3) If a subscriber nominates more than one person under sub-rule (1) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund.
- (4) In the event of death of any nominee during the lifetime of subscriber he shall forthwith nominate another person in the place of the nominee so died.
- (5) Every nomination shall be signed, by the subscriber making it in the presence of two witnesses who shall also sign in his presence and in the presence of each other.
- (6) A subscriber may at any time cancel a nomination by sending a notice in writing and, in that event, shall furnish a fresh nomination in the manner laid down in the foregoing sub-rules. A fresh declaration shall be operative only on being received and acknowledged by the Head of Office.
- (7) Every nomination and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Head of Office.
- (8) The subscriber shall furnish, in duplicate, every nomination, notice of cancellation and fresh nomination to the Head of Office. One copy of each of the same with counter signature of the Head of Office shall be affixed in the Pass Book of the subscriber and the other copy with counter signature of the Head of Office shall be sent to the Office Accounts.

61. Final payment-

- (1) If a subscriber dies or ceases to be a subscriber to the Fund the amount standing at his credit minus the outstanding balance of any advance granted under rule 58 or any other deductions authorized under these rules shall be payable in full or in a lump sum;

Provided that in all cases the sanction of the Chief Executive Officer shall first be obtained before the payment is made.

- (2) The CEO at his own accord or on receipt of request from subscriber give sanction without any delay.
- (3) No claim shall be entertainable against the Fund if it is made more than five years after the date on which the amount due becomes payable and such amount shall be forfeited and credited to the BdREN general fund.
- (4) BdREN's contribution and interest thereon shall not be paid if the employee resigns before completion of 3 years' service or is dismissed, discharged or removed from service on disciplinary ground.

62. Payment on death-

- (1) In the event of death of a subscriber, before the amount standing at his credit has become payable or when the amount has become payable, before payment has been made, the amount at his credit shall be disposed of as follows, namely:
 - a) if a nomination is made in favor of more than one person, the amount shall be divided among the nominees in accordance with the terms of the nomination. If the nomination relates to a portion only of the amount the balance shall be distributed in the manner, described in clause (e);
 - b) If the nomination is in favor of a minor and it does not state the person, or persons to whom the sum is intended to be paid for the benefit of the minor, the sum due shall be paid to the minor's legal guardian to be used for the minor's benefit;
 - c) Where a subscriber leaves a family, but no nomination has been received from him, the amount shall be paid to the legal heir or heirs of the subscriber;
 - d) Where a subscriber leaves no family, the amount standing to his, credit in the Fund, shall become payable to his nominee or nominees in the proportion specified in the nomination. If such nomination relates only to a part of the amount standing to his credit in the Fund the whole amount or the part thereof to which the nomination does not relate, shall be paid to such person or person in the manner described in clause (e); and
 - e) if there to be party entitled to receive the amount, it shall be' paid to the subscriber's legal heir or such other person or persons, as may be determined by the civil court competent to pass order in this respect;

Provided that if the sum at the credit of the subscriber does not exceed Taka 500 it may be paid to such person or persons as the controlling officer may consider to be the proper person or persons to receive it.

- (2) BdREN shall not be bound by, or recognize, any assignment encumbrance executed or attempted to be created which affects the disposal of the accumulation of subscriber's account in the Fund according to these rules.

63. Payment on subscriber's becoming insane, etc.-

If any subscriber becomes insane or is otherwise mentally incapacitated to act and the same has been proved to the satisfaction of the Head of Office, the latter may; in the absence of any nomination under, rule 60, authorize any amount to which such subscriber may become entitled under these rules to be paid to any person who he may think proper to receive the same in the best interest of such payment is made shall be a good discharge for the same.

64. Procedure in case in any dispute or difference -

Any dispute or difference which may arise between any subscriber or his executors, administrators, nominees or representatives and the BdREN as to the construction, meaning, operation or effect of any of the rules as to any right, duty or obligations of any subscriber or the BdREN or as to any matter relating to or arising out of the same shall be referred to the arbitration of two arbitrators, one to be appointed by each party to the dispute and the arbitrators, so appointed, shall appoint an umpire before entering upon the reference in accordance with and subject to the provisions of the Arbitration Act, 1940 (X of 1940).

Note- Nothing herein contained shall be deemed to limit or affect any discretion of the Board under any of the rules or any decision of the Board which by any of these rules is provided to be final on any particular matter.

65. Expenses of management-

The BdREN shall bear the expenses of management of the Fund including auditor's fees, accounts staff, cost of account books and stationery, etc.

Chapter X

Travelling Allowance

66. Groups of employees-

For the purpose of calculating travelling allowance, the employees shall be divided into the following four groups, namely:

- (a) the first group shall include officers who are in the first, second and third level in the organogram of BdREN;
- (b) the second group shall include employees who are in the fourth and fifth level in the organogram;
- (c) the third group shall include employees who are in the sixth and seventh level in the organization.
- (d) the fourth group shall include the employees below the seventh level.

67. Kinds of travelling allowance-

The following are the different kinds of travelling allowances which may be drawn in different circumstances by the BdREN Employees, namely-

- (1) Permanent Travelling Allowance
- (2) Conveyance Allowance;
- (3) Mileage Allowance;
- (4) Daily Allowance;

(1) Permanent Travelling Allowance

A BdREN Employee whose duties require him to travel extensively may be granted subject to any conditions which BdREN thinks fit to impose, a permanent monthly travelling allowance for journeys within the sphere of duty. Such an allowance may be sanctioned for the whole year or such portion thereof, as BdREN may decide during the period it may be drawn, whether the BdREN employee is absent from his headquarters or not.

(2) Conveyance Allowance-

The BdREN may grant, on such condition as it thinks fit, monthly conveyance allowance to any employee or class of employees who are required to travel extensively at or within a short distance from his headquarters under conditions, which do not render him eligible for daily allowance.

(3) Mileage Allowance-

- a) The mileage allowance shall be admissible to an employee for the road journey by the shortest route provided there is no railway service or any other suitable transport service. For the purpose of these rules, journey by road means travelling by means other than by railway, watercraft or air and for that journey the mileage allowance shall be admissible at the following rates-

Group of employees	Rates admissible per Kilometer
First group	Taka 3.75
Second group	Taka 3.00
Third group	Taka 2.25
Fourth group	Taka 1.50

However, considering urgency, CEO, BdREN can approve any road transport allowance at actual for renting cars from one place to another.

Note-In the district of Chittagong Hill Tracts, the mileage allowance shall be admissible at double the ordinary rate.

b) Travelling by railway or water craft

- i. When by railway or water-craft,
 - the first group officers shall be allowed to travel in the air-conditioned class;
 - the second group officers shall be allowed to travel in the first class;
 - the third group employees shall be allowed to travel in the second class; and
 - the fourth group employees shall be allowed to travel in the third class.
- ii. Except in cases of journey on transfer and journey by road on tour, one daily allowance, in addition to the actual fare, shall be admissible for each day or part of a day of the journey for incidental expenses.

c) Point of travel etc.-

- i. The point in any station at which a journey is held to commence or end is the principal Post office of the station or such other point as may be fixed for the purpose by the competent authority. But journey on transfer begins and ends at the actual residence of the employee concerned.
- ii. An employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. If an employee travels in a lower class of accommodation he shall be entitled to the fares of the class of accommodation actually used.
- iii. If an employee of the second or third group actually travels by rail or watercraft which does not provide the class of accommodation to which he is entitled he may be allowed to draw fare of the next higher class provided the controlling officer certifies that the said travel was necessary in the interest of the BdREN.

d) Journey by air-

- i. Officers in the rank of Manager and equivalent ranks and above shall normally travel by air in tourist class, but they may, in their discretion, use any mode of travel in the interest of work.
- ii. In special case, any employee may be allowed by the controlling officer to travel by air.

e) Allowance while travelling by air-

An employee, authorized to travel by air, while on tour shall be entitled to one air fare or the actual cost of the return air tickets, if such tickets are available, plus one daily allowance at the rate allowable for other than expensive localities

for incidental expenses.

- i. an employee, authorized to travel by air, while travelling by air on duty may be insured for each flight at the BdREN's expenses. He/she may insure himself/herself for a sum not exceeding 30 times his monthly pay with a reputable Insurance Company and may recover the premium paid that account along with the travelling allowance on production of necessary vouchers:
- ii. In cases in which reservation of seats for journeys on tour or on transfer by employees has to be cancelled due to an eleventh-hour change in the Programme or transfer order, the reservation fee and any deduction from refund of cost of ticket' returned may be reimbursed by the BdREN provided the controlling officer records a certificate to the effect:
 - that the tour had to be cancelled or, as the case may be, modified at a very short notice for reasons to be stated; and
 - that earlier cancellation of reservation of seat was not possible for reasons to be stated.

(4) Daily allowance-

- a) A daily allowance is a uniform allowance for each day of absence from the headquarter which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence, and unless, in any case, otherwise expressly provided in these rules, such allowance may be drawn on tour.
- b) The daily allowance shall be admissible on the following scales, namely: -

Group	Level	Serial No.	Basic Salary	Per diem
I	1 st -5 th	(1)	78,000 and above	BDT 1,400.00
		(2)	71,001/- to 77,999/-	BDT 1,225.00
		(3)	50,001/- to 71,000/-	BDT 1,050.00
II		(4)	29,001/- to 50,000/-	BDT 875.00
		(5)	27,000/- to 29,000/-	BDT 700.00
III	6 th		All employees of level 6 and 7 getting basic salary less than BDT 29,000/-	BDT 490.00
	7 th		All employees of level 7 getting basic salary less than BDT 16,000/-	BDT 420.00
IV	8 th		All staff of level 8	BDT 300.00

- c) Notwithstanding anything contained in sub-rule (2), the daily allowance -for the district of Chittagong Hill Tracts shall be admissible at twice the rate prescribed for areas of other expensive localities.
- d) When an employee is required by the order of the controlling authority to travel by special means of conveyance, he may draw the actual cost of travelling and the daily allowance admissible under this rule.
- e) The daily allowance may be drawn during absence from headquarters on tour and on a day or days on which an employee reached a point outside a radius of 10 (ten) miles from his headquarters or for the return journey to his headquarters

from a similar point, subject to the conditions that-

- i. no daily allowance shall be admissible for an absence below 4 hours;
- ii. half daily allowance shall be admissible for an absence of 4 to 8 hours; and
- iii. full daily allowance shall be admissible for absence exceeding 8 hours.

Note:

- i. The daily allowance may be drawn during a halt on tour and also on Sunday and holiday occurring during a tour but shall not be admissible during casual leave.
 - ii. An employee, when on tour, is absent from his headquarters deemed to be on duty beyond his headquarters.
 - iii. The competent authority may define the limits of the headquarters of an employee.
- f) An Employee-
- i. if performs road journey as well as journey by air, rail, watercraft in any one calendar day, may draw road mileage addition to actual fare admissible for journey by air, rail or watercraft and only one incidental daily allowance; and
 - ii. while on tour in any one calendar day on which no journey by air, rail or watercraft is performed, may draw either daily allowance or road mileage.
 - iii. The BdREN may, by general or special order, permit any employee or group of employees to draw the actual cost of hiring a conveyance for journey.

68. Accommodation Allowance in case of Rental Accommodation:

If an employee while on travel does not acquire an accommodation in any Rest House, Circuit House or Guest House managed by BdREN, he/she will be entitled to obtain accommodation allowances per night as specified below:

Group	Expensive Area	Non-expensive Area
I (Level 1, 2 & 3)	At actual or Maximum BDT 5,000.00	At actual or Maximum BDT 4,000.00
II (Level 4 & 5)	At actual or Maximum BDT 2,500.00	At actual or Maximum BDT 2,000.00
III (Level 6 & 7)	At actual or Maximum BDT 1,000.00	At actual or Maximum BDT 800.00
IV (Level-8)	At actual or Maximum BDT 600.00	At actual or Maximum BDT 500.00

69. Travelling Allowance for Journey on transfer:

The travelling allowance shall be, drawn by an employee on transfer from one station to another provided he is transferred for the interest of the BdREN. A transfer at his own request should not be treated as a transfer for the interest of the BdREN.

- (1) Unless in any case, otherwise expressly provided in these rules, an employee shall be entitled for a journey on transfer to the following concessions, namely:
- a) In the case of journey by rail or watercraft, an employee may draw-
 - i. two additional fares of the class of accommodation to which his group entitles him;
 - ii. one full and one-half fare respectively for each adult and minor member of his family who accompany him and for whom such fares are actually paid;
 - iii. the actual cost of carriage, by goods train, steamer or other craft of personal effects up to the following maximum, namely -

Group	If not possessing a family (Kilogram)	possessing a family (Kilogram)
First	1500	2300
Second	800	1200
Third	500	700
Fourth	200	300

Note-An employee, who carries his personal effects by passenger train or who carries them by road between stations connected by rail, may draw, in the case of former, the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train, and, in case of later, actual expenses upto the limit of the amount which would have been admissible had he taken the same quantity by goods train or for valid reasons and under the order, of the Head of Office up to the limit of the amount which would have been admissible, if the maximum number of maunds had been transported by goods train;

- iv. if he possesses a transport of his own, the actual cost of transporting, at his risk, by rail or steamer on the following scales: -

Group of the employees	Scale allowed
First	One motor car or motor cycle
Second	One motor car or motor cycle
Third	One motor cycle or ordinary
Fourth	One ordinary cycle

Note-In the case of transportation of transport by steamer, the actual cost of transportation may include the freight river dues, loading and, unloading charges if compulsorily payable to the steamer company.

- b) in the case of journey by air, an employee authorized to travel by air, on transfer, shall be entitled to draw the travelling allowance which would have been admissible had the journey or journeys been performed by rail and or watercraft and, in addition, the difference between rail and or watercraft fares of the class to which he is actually entitled and the air passage fares actually paid for himself and the members of his family. A person not so authorized to travel, who performs a journey by air, on transfer, may draw only the travelling allowance to which' he would be entitled if he had travelled by rail or steamer; or by both;
- c) in the case of journey by road, an employee may draw-
- (i) mileage allowance, at twice the rate applicable to him, for self and one additional mileage allowance if two members of his family accompany him, and at twice the rate if more than two members of his family accompany. him, and
 - (ii) for the transportation of personal effects within the prescribed limit, mileage allowance at the rate of Taka 2.00 per 100 Kg per 1 kilometer.
- (2) The packing and carrying charges for transportation of personal effects. shall be allowed at the following lump sum rates, if not transshipment is involved, namely-

Group	Amount in Taka
First	2,250/-
Second	1,500/-
Third	750/-
Fourth	400/-

- (3) The packing cost of personal effects at the rate of Taka 6 per maund up to permissible limit or actual maundage transported, whichever is less, may be allowed, if transshipment enroute is involved.

Note-Trans-shipment enroute means trans-shipment from one mode of public conveyance to another at an intermediate stage or at intermediate stage of the route and does not mean the inevitable changes at the starting and terminal point of the route.

- (4) A member of an employee's family who follows him within six months from the date of his handing-over charges at his old station or precedes him by not more than one month, may be treated as accompanying him,
- (5) If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

Note-The family of an employee for the purpose of journey on transfer shall- mean and include only the wife, children and step-children provided, they are residing with him and wholly dependent upon him.

70. Circumstances when there shall be travelling allowance and circumstances when there shall be no such allowance-

- (1) When, on return from leave other than leave on average pay exceeding four months, an employee is posted to a station other than that at which he was stationed when he went on such leave, he shall not be entitled to travelling allowance.
- (2) Unless otherwise ordered or recalled from leave by the competent authority, an employee shall not be entitled to any travelling allowance for a Journey made during leave or while proceeding on or returning from leave.
- (3) An employee who is summoned to give evidence in a criminal case, a case before a court martial, a civil case or a departmental enquiry held by a properly constituted authority to which the BdREN is a party may draw such travelling allowance as may be admissible for a journey on tour provided, he has not received any payment for the same from any other source.
- (4) When the journey on tour or transfer is made by any transport provided by the BdREN free of any charge the employee shall be entitled to draw full or half daily allowance of his group for any day in which he is absent from his headquarters for more than eight or four consecutive hours respectively and, if any part of the journey, is made by other means of transport, he may, at his option, draw in lieu of daily allowance, the mileage allowance admissible for that part.
- (5) The driver of a motor vehicle when making a- journey on tour by road on the vehicle in his charge may draw full or half daily allowance of his group for any day on which he is absent from headquarters for more than eight or four consecutive hours respectively and, if any part of the journey is made by other means of transport, he may, at his option, draw in lieu of daily allowances the mileage allowance admissible for that part.

71. Duty of Controlling Officers

- (1) No bill relating to travelling allowance shall be paid unless it is signed or countersigned by the controlling officer of the employee who presents it.
- (2) It is the duty of a controlling officer, before signing or counter signing travelling allowance bill.
 - a) to scrutinize the necessity, frequency and duration or journey and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;
 - b) to scrutinize carefully the distance entered in travelling allowance bills;
 - c) to satisfy himself that mileage allowance for journeys by railways or watercrafts, has been claimed at the rate applicable to the class of

accommodation actually used and that, where the actual cost of transporting personal effects is claimed under these rules; the scale on which such effects transported is reasonable and to disallow any claim which in his opinion, does not fulfill that condition; and

- d) to observe any subsidiary rules or orders which a competent, authority may make for his guidance.

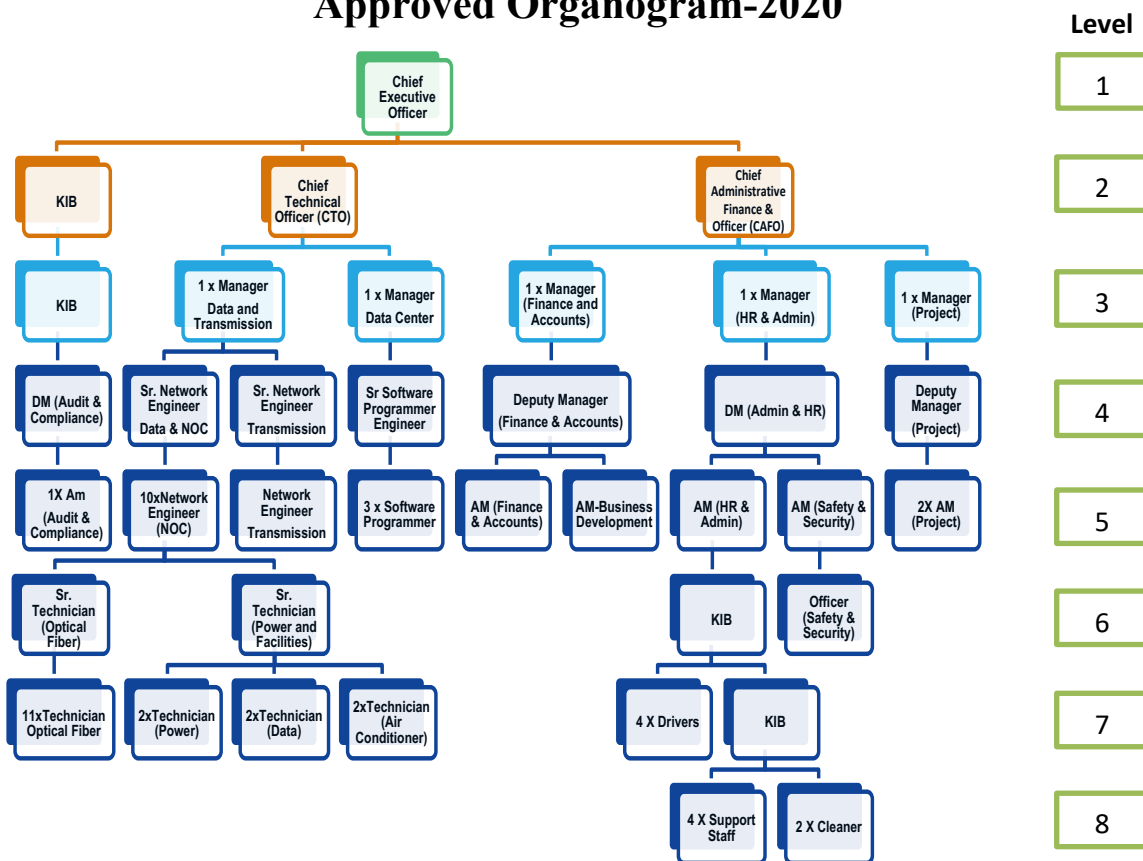
Note-Travelling allowances are granted to meet expenditure of a particular and should not, on the whole be source of profit to the recipients. The controlling officers should specially keep this principle in view while countersigning the travelling allowance bills.

72. Advance-

Advances may be granted to all groups of employees when proceeding on tours or on official duty, of an amount sufficient to cover their personal travelling and incidental expenses, subject to adjustment on travelling allowance bills after completion of tour.

Note-Advance under this rule may be granted by the controlling officer who may exercise the power for sanctioning advance for himself as well. A second advance shall not be made until the travelling allowance bill for the first advance has been submitted for adjustment.

Approved Organogram-2020



Human Resources of BdREN

Level	Designation	Permanent	Contractual	Out-sourced	Head Count
1	Chief Executive Officer	-	1	-	1
2	CAFO and CTO	2	-	-	2
3	Manager	4	1	-	5
4	Sr. Network/Sr. System Engr./Deputy Manager	6	1	-	7
5	Network Engr. /Software Programmer/Asst. Manager	19	2	-	21
6	Officer / Senior Technician	3	-	-	3
7	Technician	17	-	-	17
7	Driver	4	-	-	4
8	Office Support Staff	4	-	-	4
8	Cleaner	-	-	2	2
	Total	59	5	2	66

Note: Level 1 is a contractual position and it is supported by the written Contract.

Level 2 Officer may be treated as Division Head.

Level 3 Officer may be treated as Department Head.

Schedule- II

A) Approved Pay Structure-2020 [28th BoT meeting held on 10.11.2020]

Level	Posts	Initial Basic Salary (BDT) for Probation Period	1 st Higher Scale after Service Confirmation (BDT)	2 nd Higher Scale after 4 Years of Service Confirmation (BDT)
1	CEO	105,000.00	1,31,250.00	
2	CTO/CAFO	81,000.00	1,01,250.00	1,31,625.00
3	Manager	55,500.00	69,375.00	90,188.00
4	Sr. Engineer/ Deputy Manager	39,000.00	48,750.00	63,375.00
5	Programmer / NOC Engineer/Asstt. Manager	27,000.00	33,750.00	43,875.00
6	Sr. Technician/Officer	18,000.00	22,500.00	29,250.00
7	Technician	15,000.00	18,750.00	24,375.00
	Drivers	15000.00	18,750.00	-
8	Office Support Staff	12,000.00	15,000.00	-
	Cleaners	12000.00	15,000.00	-

- Annual Increment rate 5% on Basic Salary

B) Approved Allowances 2020 [28th BoT meeting held on 10.11.2020]

Level	Posts	House Rent Rate	Medical Allowance	Mobile Allowance	Cook & Servant Allowance	Transport Allowance Rate
1	CEO	50%	4,500.00	3,000.00	10,000.00	Nil
2	CTO/CAFO	60%	3,000.00	2,400.00		Nil
3	Manager		2,200.00	1,000.00		7.50%
4	Sr. Engineer/ Deputy Manager		1,800.00	800.00		
5	Programmer/ NOC Engineer Asstt. Manager		1,300.00	500.00		
6	Sr. Technician/Officer		1,200.00			
7	Technician		1,000.00			
	Drivers		1,000.00			
8	Office Support Staff		800.00			
	Cleaners		800.00			

- *Gratuity Entitlement after 5(five) years of Service and payable as per gratuity policy*
- *Contributory Provident Fund (CPF): 10% of Basic, to be paid by the official and equal amount will be contributed by BdREN*
- *Group Insurance Fund: BDT 500 (Five hundred) per official per month to be paid by BdREN*
- *Benevolent/Welfare Fund: BDT 200 (Two hundred) per official per month to be paid by the official.*

**Qualification, Experiences and other competencies for
Appointment and promotion of BdREN employees**

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
CEO (Level-1)	<p>□ Bachelor Degree in Electrical & Electronics / Computer Science & Engineering / M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).</p> <p>□ MBA (major in Finance/Accounting/Human Resources Management) will be given preference.</p>	<ul style="list-style-type: none"> • At least 20 years of diverse or overall experience in Telecommunications / Data Communication System / IP & Transmission Networks /Holding the position of professor in a recognized University and having teaching profession of 20 years on these subjects. • At least 12 years Proven track record of success in leadership / managerial positions / Head of Department or Director position. • In-depth knowledge of corporate governance and general management best practices. • Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly. • Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts. • Capability to lead and motivate BdREN Team for its utmost engagement in order to develop a high performing and supreme quality workforce. • Ability to make strategic planning for engagement of BdREN Team to increase the revenues for driving the organization towards sustainability. • Knowledge about REN Governance, Global REN Environment and Operations, Global REN Architecture, roles of REN Associated Organizations like APAN, APNIC, ISOC, BdNOG and others clear idea about the REN Applications and how to make them expedient for BdREN to attract members and to generate revenues will be an added advantage. • (Age limit may be relaxed in case of more qualified & experienced candidate). 	As per BoT's Decision	Contractual Recruitment initially for 4 years
Chief Technical Officer (Level-2)	<p>□ Bachelor Degree in Electrical & Electronics / Computer Science & Engineering /M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees</p>	<ul style="list-style-type: none"> • At least 15 years of diverse or overall experience in Telecommunications / Data Communication System / IP & Transmission Networks. • At least 8 years proven track record in leadership & managerial positions of corporate environment. • Comprehensive knowledge about the Technology and Protocols used in REN Environment and idea about how to make them applicable for BdREN • Profound knowledge about Routing and Switching Products, Firewalls, Bandwidth Managers with DPI, Computing and Virtualization Products and Storage Arrays, Power System and Air-conditioning Equipment • In-depth knowledge about REN Architecture, REN Planning & Design, REN Applications Development & Customization, and thorough knowledge about the operations and management of Global RENs, REN Architecture, Applications and Services. • Project management and organization skills. 	Maximum 45 Years	At least 5 years working experience as Manager (Data and Transmission network) or Manager (Data Centre)

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	must have equivalence certificate).	<ul style="list-style-type: none"> • Ability to track, analyze and monitor technology performance metrics. • Experience in driving the operation of REN and/or Campus Network will be highly desirable. • (Age limit may be relaxed in case of more qualified & experienced candidate). 		
Chief Administrative and Finance Officer (Level-2)	<ul style="list-style-type: none"> • Masters in Finance or Accounting • CA/CMA Degree is a must 	<ul style="list-style-type: none"> • At least 15 years of diverse or overall experience for Finance/Accounting/Human Resources/ Administration/Logistics in related field. • At least 8 years proven track record of success in leadership & managerial positions of corporate environment. • Recruit and train personnel and allocate responsibilities and office space. • Assess staff performance and provide coaching and guidance to ensure maximum efficiency. • Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc. • Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc. • Monitor adherence to internal policies and legal standards and report to senior management by analyzing data and using HR metrics. • Develop the corporate fundraising strategy and manage relationships with partners and stakeholders. • Set goals for departments and individual managers. • Plan and coordinate administrative procedures and systems and devise ways to streamline processes. • Supervise a team of finance & accounting, administration, human resources, logistics and allocate resources, manage cash flows, conduct revenues and cost analyses. • Ensure all accounting activities and internal audits comply with financial regulations. • Prepare timely and detailed reports on financial performance on a quarterly and annual basis. • Manage and oversee the daily operations of the accounting department including: month and end-year process, accounts payable/receivable, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, trust account statement reconciliations, fixed asset and debt activity. • Develop financial statement & Annual budget for the Organization. • Age limit may be relaxed in case of more qualified & experienced candidate). 	Maximum 45 years	At least 5-year experience as Manager (F&A) or Manager (HR & Admin)
Manager (Data & Transmission Network)	□ Bachelor Degree in Electrical &	<ul style="list-style-type: none"> • At least 8 years of diverse or overall experience in Telecommunications / Data Communication System / IP & Transmission Networks Operation and Maintenance. • At least 3 years proven track record in leadership / managerial positions. 	Maximum 40 years	At least 5 years working experiences as Senior

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
(Level-3)	<p>Electronics / Computer Science & Engineering or M.Sc. in Applied Physics and Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).</p>	<ul style="list-style-type: none"> • At least 3 years Hands-on Experience in configuring Data Communication Network which includes but not limited to Routers, Switches, Bandwidth Managers/DPI, Access Points and Access Controllers or Transmission Network which includes DWDM equipment. • Hands-on experience in configuring and maintaining of Routing & Switching equipment especially those running in MPLS and multi-protocol/multi-home BGP Environment. • Hands-on experience in configuring Network Management System (NMS) involving Data Network to manage Networking Devices • Knowledge about Transmission Network Planning and Design of integrating Transmission Network with Routing and Switching Network, Laying of Optical Fiber using HDD Technology and Open Cut methods, Use of OTDR machines and Power Source and Meters to identify faults • Capacity to handle Power System equipment namely UPS, Rectifier, Battery and Inverter, and Precision/Confort Air Conditioning systems in Data Center/Transmission PoP environment. • Experience to uphold network KPI in compliance to Service Grade Agreement (SLA) and ability to supervise Network Operation Center (NOC). 		<p>Network Engr. (Transmission) or Senior Network Engr. (Data and NOC)</p>
<p>Manager (Data Center) (Level: 3)</p>	<p>□ Bachelor Degree in Electrical & Electronics / Computer Science & Engineering/ Software Engineering/ M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must</p>	<ul style="list-style-type: none"> • At least 8 years of diverse or overall experience in Data Communication System / IP Network/Server System • At least 3 years Proven track record in leadership / managerial positions. • At least 3 years of Hands-on Experience in working in Virtualization/Computing environment preferably in professional Data Center • In-depth knowledge and Hands-on experience in working with Blade-serves and SAN storage system used in Data Center environment. • Managing and maintaining Virtual Machines using hyper-visor and cloud-system applications especially cloud-system using Infrastructure as a Service (IaaS) and Software as a Service (SaaS). • Knowledge and hands-on experience in taking Backup in a Data Center environment and restoration of the system from existing Backup, backing up of live data in a Disaster Recovery Center and recovery of the said services from DR in case of failure of Data Center. • Ability to Operate and Maintain Access Control system, IP Surveillance system, Automatic GAS / Fire suppression system, Detection & Monitoring systems in Data Centers and PoPs. • Ability to manage and maintain VC & UC systems, IP Voice networks, IT Security Systems, Management of Virtual Classes. 	<p>Maximum 40 years</p>	<p>At least 5 years working experience as Senior System Engr. (Data Centre)</p>

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	have equivalence certificate).			
Manager (HR and Admin) (Level: 3)	<ul style="list-style-type: none"> □ Masters and Bachelor with Honours in Business Administration/ Public Administration 	<ul style="list-style-type: none"> • At least 8 years of diverse or overall experience in working in Corporate Environment/related field. • At least 6 years proven track record in Human Resource Management/ Admin. • Experience in Human Resource administration activities like developing organogram, preparing Job Description and Job Specifications, Recruitment and Training, Employee Performance Evaluation and other HR related activities/Accounting/Finance related activities. • Ability to develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc. • Capable of working as head of office management. • Develop the corporate fundraising strategy and manage relationships with partners and stakeholders. • Develop requirements and standards (e.g. packaging, procurement, delivery). • Ability to set goals for departments and individual managers. • Knowledge in planning and managing logistics, warehouse and transportation. • Competency in dealing and negotiating with suppliers, manufacturers and retailers. • Capability in providing assistance in coordinating administrative and technical programs like organizing meeting, seminar, workshop and other similar programs. • Knowledge about organization policies, rules and regulations • Knowledge in dealing with corporate legal issues and compliance 	Maximum 40 years	05 Years working experience as Deputy Manager (HR & Admin)
Manager (Finance & Accounts) (Level: 3)	<ul style="list-style-type: none"> • Masters in Finance/ Accounting * CA/CMA partly qualified 	<ul style="list-style-type: none"> • At least 08 years of diverse or overall experience in working in Corporate Environment/related field. • At least 6 years proven track record in Finance/ Accounts. • Develop the corporate fundraising strategy and manage relationships with partners and stakeholders. • Supervise a team of finance & accounting, administration, human resources, logistics and allocate resources, manage cash flows, conduct revenues and cost analyses. • Ensure all accounting activities and internal audits comply with financial regulations. • Prepare timely and detailed reports on financial performance on a quarterly and annual basis. • Manage and oversee the daily operations of the accounting department including: month and end-year process, accounts payable/receivable, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, trust account statement reconciliations, fixed asset and debt activity. • Negotiate with external vendors to secure advantageous terms and ordering of necessary goods and services. 	Maximum 40 years	05 Years working experience as Deputy Manager (Finance and Accounts)

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
		<ul style="list-style-type: none"> • Control spend and build a culture of long-term saving on procurement costs. • Ability to set goals for departments and individual managers. • Competency in dealing and negotiating with suppliers, manufacturers and retailers. • Knowledge about organization policies, rules and regulations • Knowledge in dealing with corporate legal issues and compliance 		
Manager (Project) (Level: 3)	Bachelor Degree in Electrical & Electronics / Computer Science & Engineering/Software Engineering/M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).	<ul style="list-style-type: none"> • 8-year of project management and related experience • Project Management Professional certification preferred • Proven ability to solve problems creatively • Strong familiarity with project management software tools, methodologies, and best practices • Experience seeing projects through the full life cycle • Excellent analytical skills • Strong interpersonal skills and extremely resourceful • Proven ability to complete projects according to outlined scope, budget, and timeline • Proven working experience as a project administrator preferably in the information technology sector • Solid organizational skills including attention to detail and multi-tasking skills 	Maximum 40 years	Contractual Recruitment
Sr. Network Engineer (Transmission) (Level: 4)	<input type="checkbox"/> Bachelor Degree in Electrical & Electronics / Computer Science & Engineering /M.Sc. in Applied Physics & Electronics	<ul style="list-style-type: none"> • At least 5 years of diverse or overall experience in Telecommunications / Data Communication System / IP & Transmission Networks Operation and Maintenance. • At least 3 years Hands-on Experience in configuring Transmission Network with SDH/DWDM Technology/Data Network using IP Technology. • Knowledge and hands-on experience in configuring and maintaining Transmission Equipment particularly those using SDH/DWDM technology/Routing and Switching Equipment. • Profound knowledge about Laying of Optical Fiber using HDD Technology and Open Cut methods, Use of OTDR machines and Power Source and Meters to identify and rectify faults. • Knowledge about designing the optical fiber network, doing appropriate survey and producing the survey results into Management Documents for clear understanding 	Maximum 35 Years	At least 5 years working experiences as Network Engr. (Transmission)

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).	<ul style="list-style-type: none"> • Capacity to handle Power System equipment namely UPS, Rectifier, Battery and Inverter. • Ability to Operate & Maintain Precision Air Conditioning systems in Data Center environment as well as Comfort Air Conditioning system with control in Data/Transmission Point of Presences (PoPs). 		
Sr. Network Engineer (Data & NOC)	<input type="checkbox"/> Bachelor Degree in Electrical & Electronics / Computer Science & Engineering/ M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).	<ul style="list-style-type: none"> • At least 5 years of diverse or overall experience in Telecommunications / Data Communication System / IP Network Operation and Maintenance. • At least 3 years hands-on experience in configuring Routing & Switching equipment which includes but not limited to Routers, Switches, Bandwidth Managers/DPI, Access Points and Access Controllers. • Practical knowledge and hands-on experience in configuring Network Management System (NMS) involving Data Network to manage Networking Devices • Profound knowledge in configuring and maintaining Routing and Switching devices in MPLS domain and multi-protocol/multi-home BGP environment. • Ability to configure and manage wired Campus Network Equipment namely Access Switch, Distribution Switch and Core Switch and wireless Campus Network Equipment namely Access Points and Wireless Controllers. • Hands-on experience in configuring and managing Virtual Conference Servers namely VCS, TMS & Content Servers and Endpoints namely Codecs, Cameras, Microphones, Speakers, Display Units and others. • Hands-on experience in configuring and managing Unified Communication Servers and IP Phones. • Capacity to handle Power System equipment namely UPS, Rectifier, Battery and Inverter, and Comfort Air Conditioning system in Data/Transmission Point of Presences (PoPs). 	Maximum 35 years	At least 5 years working experience as Network Engr. (NOC)
Sr. Software Programmer/ Engineer	<input type="checkbox"/> Bachelor Degree in Electrical & Electronics / Computer Science & Engineering / M.Sc. in Applied	<ul style="list-style-type: none"> • At least 5 years of diverse or overall experience in Data Communication System / IP Network/Server System (particularly in Data Center environment) Operation and Maintenance. • At least 3 years of Hands-on Experience in working in Virtualization/Computing environment preferably in professional Data Center • In-depth knowledge and Hands-on experience in configuring Blade-serves and SAN storage system used in Data Center environment. • Configuring and maintaining Virtual Machines using hyper-visor and cloud-system applications especially cloud-system using Infrastructure as a Service (IaaS) and Software as a Service (SaaS). 	Maximum 35 years	At least 5 years working experience as Software Programmer/ Engineer.

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).	<ul style="list-style-type: none"> • Practical knowledge and hands-on experience in taking Backup/Snapshot in a Data Center environment and restoration of the system from existing Snapshot/Backup, backing up of live data in a Disaster Recovery Center and recovery of the said services from DR in case of failure of Data Center. • Ability to Operate and Maintain Access Control system, IP Surveillance system, Automatic GAS / Fire suppression system, Detection & Monitoring systems in Data Centers and PoPs. <p>Ability to manage and maintain VC & UC systems, IP Voice networks, IT Security Systems, Management of Virtual Classes.</p>		
Deputy Manager (HR & Admin)	Bachelor in Management/ Public Administration / HRM and with PGDHRM/ MBA in HRM	<ul style="list-style-type: none"> • 3 years as Assistant Manager/ Senior Officer in HR & Admin and 5 years of overall job experience. • In-depth Knowledge in Human Resource administration activities like developing organogram, preparing Job Descriptions and Job Specifications, Recruiting and providing training, Evaluating the performance of personnel and similar activities. <p>Ability to develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.</p>	Maximum 35 years	At least 5 years working experience as Assistant Manager (HR and Admin)
Deputy Manager (Finance & Accounts)	<ul style="list-style-type: none"> • MBA in Accounting/ Finance from any reputed university of Bangladesh or abroad • CA/ CMA partly qualified will be given preference 	<ul style="list-style-type: none"> • 3 years as Assistant Manager/ Senior Officer in Finance and Accounts and 5 years of overall job experience. • In-depth Knowledge in Human Resource administration activities like developing organogram, preparing Job Descriptions and Job Specifications, Recruiting and providing training, Evaluating the performance of personnel and similar activities. • Ability to develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc. • The applicants should have knowledge about VAT and Tax laws Facilitating internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices of BdREN. 	Maximum 35 years	At least 5 years working experience as Assistant Manager (Finance and Accounts)
Deputy Manager (Project)	Bachelor Degree in Electrical & Electronics / Computer Science & Engineering / M.Sc. in Applied Physics & Electronics from any reputed	<ul style="list-style-type: none"> • At least 3 years of Hands-on Experience in working in Virtualization/Computing environment preferably in professional Data Center • In-depth knowledge and Hands-on experience in configuring Blade-serves and SAN storage system used in Data Center environment. • Capacity to handle Power System equipment namely UPS, Rectifier, Battery and Inverter. 	Maximum 35 years	Contractual Recruitment

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	university of Bangladesh or abroad			
Deputy Manager (Audit and Compliance)	<ul style="list-style-type: none"> BBA & MBA in Accounting/ Finance Must be CA (CC) or CMA Partly qualified 	<ul style="list-style-type: none"> 3 years as Assistant Manager/ Senior Officer in Audit & Compliance or in any audit firm and 5 years of overall job experience. The applicants should have experience in the following area(s): Compliance, CSR audit, Environmental Compliance Ability to prepare Internal Audit Schedule and Forming Audit team after selecting Audit Program by authority 	Maximum 35 years	At least 5 years working experience as Assistant Manager (Audit and Compliance)
Network Engineer (Transmission)	<input type="checkbox"/> Bachelor Degree in Electrical & Electronics / Computer Science & Engineering/ M.Sc. in Applied Physics & Electronics	<ul style="list-style-type: none"> In-depth knowledge and hands-on experience in configuring and maintaining Transmission Equipment particularly those using DWDM technology. Capacity to handle Power System equipment namely UPS, Rectifier, Battery and Inverter. Ability to Operate & Maintain Precision Air Conditioning systems in Data Center environment as well as Comfort Air Conditioning system with control in Data/Transmission Point of Presences (PoPs). Ability to manage and maintain VC & UC systems, IP Voice networks, IT Security Systems, Management of Virtual Classes. 	Maximum 30 years	Direct Recruitment
Network Engineer (NOC)	<input type="checkbox"/> Bachelor Degree in Electrical & Electronics / Computer Science & Engineering /M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).	<ul style="list-style-type: none"> Fundamental understanding of communication protocols (mainly TCP/IP) and routing protocols (e.g. BGP, OSPF). Knowledge of identifying optical fiber faults using OTDR, Power Source and Power Meter Knowledge Fault Ticketing System, ability to generate and handle Tickets, Knowledge in Opening, Updating and Closing Tickets. Fundamental knowledge in performance monitoring process and ability to diagnose server or network alerts, events or issues. Fundamental Knowledge on alerts or malfunctions in hardware, software, and internet environment and ability to determine the cause of a problem when an alarm is generated. Fundamental knowledge on problem troubleshooting, problem impact Knowledge on excellent time management and ability to handle multiple concurrent tasks and projects with minimal supervision. Ability to work with flexible schedule (working in General, Morning, Evening and Night shift) 	Maximum 30 years	Direct Recruitment
Software Programmer	Bachelor Degree in Computer Science/ Computer Science &	<ul style="list-style-type: none"> The candidate having “Advanced” level of knowledge in coding using php/mysql, java and dotNET, Python/PERL and having knowledge in configuring Apache and NGINX will be given preference. The candidate should have the “Basic” level of knowledge in Software Testing, Design Patterns, Software Architecture, 	Maximum 30 years	Direct Recruitment

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	Engineering/ Software Engineering from any reputed university of Bangladesh or abroad	<p>Software Deployment in VM like AWS/Azure etc., and Software Repository Management like GitHub.</p> <ul style="list-style-type: none"> • Knowledge on DevOps will be a plus. 		
Asst. Manager (HR and Admin)	□ BBA & MBA in Management/ HRM/ Business Administration.	<ul style="list-style-type: none"> • In-depth Knowledge in Human Resource administration activities like developing organogram, preparing Job Description and Job Specifications, Recruiting and providing training, Evaluating performance of personnel and similar activities. • Ability to develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc. • Ability to set goals for departments and individual managers. • Knowledge in planning and managing logistics, warehouse and transportation. • Capability in providing assistance in coordinating administrative and technical programs like organizing meeting, seminar, workshop and other similar programs. <p>Knowledge about organization policies, rules and regulations</p>	Maximum 30 years	Direct Recruitment
Asst. Manager (Finance & Accounts)	□ BBA & MBA in Finance or Accounting	<ul style="list-style-type: none"> • Ability to prepare a business case by identifying the Revenue and Cost Elements and analyzing the market demand apprehending the risks involved. • Ability to perform Accounting by managing leisure, putting appropriate entries in relevant account fields and a clear understanding about the Accounting Statements particularly Income Statement, Balance Sheet and Cash-Flow Statement • Experience in developing the financial planning of the organization by analyzing its performance and risks. • Ability to Develop the corporate fundraising strategy <p>Ability to manage accounts payable/receivable, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, trust account statement reconciliations, fixed asset and debt activity.</p>	Maximum 30 years	Direct Recruitment
Assistant Manager (Business Development)	BBA & MBA in Marketing/ Management/ Finance/ Accounting/ MIS/ Business Administration	<ul style="list-style-type: none"> • Bachelor Degree in Marketing/ Management/ Finance/ Accounting/ MIS/ Business Administration from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificates). • The candidate having an MBA in Marketing will be given preference. <p>Knowledge on Telecom or Datacom, product/ services marketing will be considered as an added qualification</p>	Maximum 30 years	Direct Recruitment
Assistant Manager (Audit and Compliance)	□ Bachelor with Honours in Finance/ Accounting	<ul style="list-style-type: none"> • Experience in developing the audit planning of the organization by analyzing its performance and risks. • Three years experiences in any renowned audit firm • Hands on knowledge to audit big firms as a part of any renowned audit firm 	Maximum 30 years	Direct Recruitment

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
	□ CA (CC) or CMA partly qualified			
Assistant Manager (Project)	Bachelor Degree in Electrical & Electronics / Computer Science & Engineering /M.Sc. in Applied Physics & Electronics from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificate).	<ul style="list-style-type: none"> Fundamental understanding of communication protocols (mainly TCP/IP) and routing protocols (e.g. BGP, OSPF). Knowledge of identifying optical fiber faults using OTDR, Power Source and Power Meter The candidate having “Advanced” level of knowledge in coding using php/mysql, java and dotNET, Python/PERL and having knowledge in configuring Apache and NGINX will be given preference. The candidate should have the “Basic” level of knowledge in Software Testing, Design Patterns, Software Architecture, Software Deployment in VM like AWS/Azure etc., and Software Repository Management like GitHub. 	Maximum 30 years	Direct Recruitment (Contractual)
Assistant Manager (Safety & Security)	Bachelor Degree from any reputed university of Bangladesh or abroad	<ul style="list-style-type: none"> At least two years of experience in supervising roles Basic computer skills required such as email processing, and Microsoft office program including Word, Excel, and Outlook. Effective communication verbally and the written. Plus point if he/she has completed the training and possess the certification of the Fire/Emergency Drill. Should be mentally and physically fit for performing the security tasks. 	Maximum 30 years	Direct Recruitment/
Officer (Safety & Security)	Bachelor Degree from any reputed university of Bangladesh or abroad Associates degree in Law Enforcement or Business Management is preferred.	<ul style="list-style-type: none"> Prior experience of safety and/or security experience is preferred. Advanced training or certification in safety and security preferred. Should be mentally and physically fit for performing the security tasks. 	Maximum 30 years	Direct Recruitment

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
Sr. Technician (Optical Fiber)	<input type="checkbox"/> HSC with certificate in Vocational training or Diploma in relevant subject from any approved educational institute. <input type="checkbox"/> Must have diploma in relevant subject from any approved educational institute.	<ul style="list-style-type: none"> At least 7 years of experience in operation & maintenance of optical fiber networks. Ability to operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, Crimping / Cutting Tool etc. Knowledge about HDD Technology and experience in finding faults in underground optical fiber cables and restoration of that fault. (age limit or qualification may be relaxed in case of more experienced candidate). 	Maximum 35 years	Direct Recruitment/ Promotion: At least 5 years working experience as Technician (Optical Fiber)
Sr. Technician (Power & Facility)	<input type="checkbox"/> HSC with certificate in Vocational training or Diploma in relevant subject from any approved educational institute. <input type="checkbox"/> Must have diploma in relevant subject from any approved educational institute.	<ul style="list-style-type: none"> At least 7 years of experience in operation & maintenance of optical fiber networks. Ability to operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping and Cutting Tool. Operation & maintenance of HT/LT Switch gear, Transformer, Generator and Electrical wiring. Ability to operate Electrical Test Equipment, hand & power tools such as ammeter, voltmeter, drill machine, electrical pump / motor, Crimping / Cutting Tool etc. Ability to operate UTP Cable Tester, UTP Crimping and Cutting Tool. Ability to operate Air Conditioning test equipment namely Electrical Multi-meter, Gas Pressure Meter, Flare Tools, Pipe Cutter Expertise in installation of Capacitors, Operating Screw Drivers, Gas Filling, Operating Vacuum Compressor and Welding. (age limit or qualification may be relaxed in case of more experienced candidate). 	Maximum 35 years	Direct Recruitment/ Promotion: At least 5 years working experience as Technician (Data/Technician (Power)/Technician (AC)).
Technician (Optical Fiber)	<input type="checkbox"/> HSC with certificate in Vocational training or Diploma in relevant subject from any approved educational institute.	<ul style="list-style-type: none"> At least 3 years of experience in operation & maintenance of optical fiber networks. Ability to operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, Crimping / Cutting Tool etc. Knowledge about HDD Technology and experience in finding faults in underground optical fiber cables and restoration of that fault. <p>(age limit or qualification may be relaxed in case of more experienced candidate).</p>	Maximum 30 years	Direct Recruitment

Position & Level	Educational Qualification	Experience and other competencies	Age limit	Criteria for Promotion/ Recruitment Type
Technician (Data)	<input type="checkbox"/> HSC with certificate in Vocational training or Diploma in relevant subject from any approved educational institute.	<ul style="list-style-type: none"> • At least 3 years of experience in operation & maintenance of optical fiber networks. • Ability to operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping / Cutting Tool etc. • Ability to operate UTP Cable Tester, UTP Crimping and Cutting Tool. • Knowledge about HDD Technology and experience in finding faults in underground optical fiber cables and restoration of that fault. (age limit or qualification may be relaxed in case of more experienced candidate).	Maximum 30 years	Direct Recruitment
Technician (AC)	<input type="checkbox"/> HSC with certificate in Vocational training or Diploma in relevant subject from any approved educational institute.	<ul style="list-style-type: none"> • At least 3 years of experience in operation & maintenance of optical fiber networks. • Ability to operate Air Conditioning test equipment namely Electrical Multi-meter, Gas Pressure Meter, Flare Tools, Pipe Cutter • Expertise in installation of Capacitors, Operating Screw Drivers, Gas Filling, Operating Vacuum Compressor and Welding. (age limit or qualification may be relaxed in case of more experienced candidate).	Maximum 30 years	Direct Recruitment
Technician (Power)	<input type="checkbox"/> HSC with certificate in Vocational training or Diploma in relevant subject from any approved educational institute.	<ul style="list-style-type: none"> • At least 3 years of experience in operation & maintenance of HT/LT/Switch gear, Transformer, Generator and Electrical wiring. • Ability to operate Electrical Test Equipment, hand & power tools such as ammeter, voltmeter, drill machine, electrical pump / motor, Crimping / Cutting Tool etc. (age limit or qualification may be relaxed in case of more experienced candidate).	Maximum 30 years	Direct Recruitment
Driver	<input type="checkbox"/> SSC or equivalent Certificate from any approved educational institute	<ul style="list-style-type: none"> • Driving License (Light vehicle & Medium vehicle) at least 10 (ten) years old. • At least 6 (Six) years working experience as a Driver in Dhaka City. • At least 2 (Two) years working experience as a Driver in highway. • Thorough knowledge about the working principles of vehicles (age limit or qualification may be relaxed in case of more experienced candidate).	Maximum 30 years	Direct /Contractual Recruitment
Office Support Staff	<input type="checkbox"/> SSC or Equivalent	<ul style="list-style-type: none"> • 2 years proven experience as back & front office assistant or in another relevant supportive role. • Working knowledge of office equipment (like printer, scanner, fax, desktop / laptop). Age: Maximum 30 years	Maximum 30 years	Direct /Contractual Recruitment
Cleaner	<input type="checkbox"/> Primary Education	<ul style="list-style-type: none"> • 4 years of working experience as a Cleaner Age: Maximum 30 years	Maximum 30 years	Contractual/ Outsourced Recruitment

Evaluation Criteria for Promotion**Total Marks = 100****Qualifying Marks = 75%**

1. Promotion cannot be claimed as a matter of right. Promotion of the employees to the next higher grades may, however, be considered against available vacancies by the Competent Authority from time to time as per Eligibility and Performance Evaluation criteria laid down in the Schedule III. The promotion marks will be total 100 for each category of employees to be distributed as under:

i.	Annual Confidential Report (ACR) =	=	50 Marks
ii.	Length of Service in the Level	=	20 Marks
iii.	Viva-Voce	=	30 Marks
iv.	Total	=	100 Marks

2. In case of employees (having reporting officials) there shall be 23 traits in the ACR i.e, 8 for Functional Skill , 10 for Behavioral Skill & 5 for Soft Skill , out of which trait-wise marks will be given on the basis of the performance of the employee concerned.
3. In case of other employees, there shall be 18 traits in the ACR i.e, for which trait-wise marks will be given on the basis of the performance of the employee concerned.
4. Evaluation shall be done by the Reporting Officer & be countersigned by the next higher Authority by 31st March of the previous year so as to reach the same to Human Resources Division by 20 April.
5. Average ACR marks of the last 5 (five) years shall be considered for promotion.
6. Viva-Voce will be taken by the duly constituted Body.
7. Promotion shall be given on the basis of merit and performance. The candidates scoring the higher marks shall get preference over the senior candidates scoring lower marks. The score will be counted as per marks distributed at Para-01 above. While evaluating the performance of the employees of any Operational unit, the entire manpower will be rated and ACR marks will be given as per following 5 categories:

A - Excellent –	(45 & above)
B - Very Good –	(40 & above but below 45)
C - Good –	(35 & above but below 40)
D - Fair –	(30 & above but below 35)
E - Poor –	(29 & below)

Category of any employee shall be determined on the basis of marks obtained in the ACR and their score will be counted as under-

ACR Marks	Category	Score
90 & above -	A -	50
80 & above but below 90 -	B -	45
70 & above but below 80 -	C -	40
60 & above but below 70 -	D -	35
below 60	E -	30

8. Qualifying marks for accelerated promotion will be 90% in all cases.

Bangladesh Research and Education Network (BdREN)

Annual Performance Appraisal

For the period:/...../..... to/...../.....

Section A: Employee Details

1. Name :
2. Employee ID :
3. Designation & Level :
4. Division / Department :
5. a. Date of Joining in BdREN :
b. Date of Joining at Current position :
6. Type of Official : Employees (Managers) [having reporting officials]
 Employees (Non-Managers) [having no reporting officials]

Section B: 360 Degree skill assessment:

1. Functional Skill [Weight: 50% for non-Managers and 40% for Managers]

Sl.	Functional Skill	Weight factor		Score
		NM	M	
a)	Functional Knowledge and Skill	10	5	
b)	Eagerness and ability to learn	7	5	
c)	Coaching/Training Skill	5	6	
d)	Decision Making Skill	3	5	
e)	Problem Solving Skill	6	5	
f)	Creativity	6	5	
g)	Project Skill	7	5	
h)	Quality of works	6	4	
Total		50	40	

2. (a) Behavioral Skill- 360 degree [Weight: 50% for non-Managers and 30% for Managers] (b) Soft skill – [30% for Managers]

(a) Behavioral Skill:

Sl	Skills	Weight factor		Score (by supervisor) (60%)	Score (by peer & subordinate) (40%)
a)	Communication	5	3		
b)	Integrity	5	3		
c)	Team-work	5	3		
d)	Positive attitude	5	3		
e)	Discipline	5	3		
f)	Diligence/Deadline maintenance	5	3		
g)	Respectfulness	5	3		
h)	Keeping Promise	5	3		
i)	Openness & Transparency	5	3		
j)	Prioritization	5	3		
Total		50	30		

- b. Soft skill only for Leadership role (Weight- 30%) (only for employees with managerial responsibility)

Sl	Soft skill	Weight factor	Score (by supervisor) (60%)	Score (by peer & subordinate) (40%)
a)	Empowerment	6		Only Subordinate
b)	Ownership	6		
c)	Operational Excellence	6		
d)	Change & Constant Renewal	6		
e)	Inspiring	6		Only Subordinate
	Total	30		

3. Overall Score [1 + 2(a) + 2(b)]:

4. Improvement Area along with activities plan:

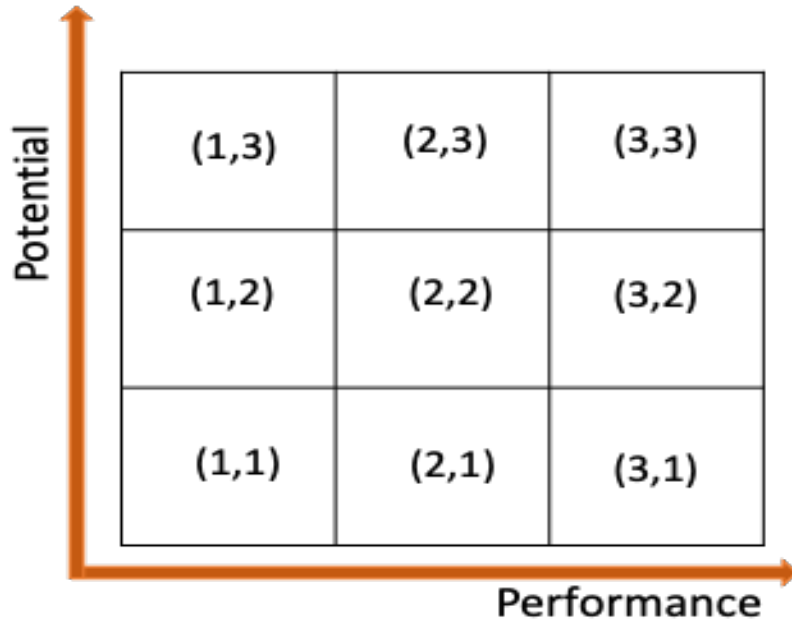
SL	Improvement Area	Planned Activities

Section C:

KPI-wise performance:

Performance Objective	Deadline	Weight Factor	% Progress	Self Rating (%)	Appraiser's Rating (%)	Score
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Section D: 'Performance – Potential' Matrix for future way-forward



Giving rating on yearly basis

Comments Section E:

Overall Comment of Appraiser:

Signature with Name and Designation

Comments of the Appraisee:

Signature with Name and Designation:

Comments of second level Supervisor:

Signature with Name and Designation

In line with Service Rule:

- a) Satisfactory performance for service confirmation.
- b) Fit for annual increment.
- c) Fit for Promotion.
- d) Satisfactory Performance and may be fit for Promotion in due course of time.
- e) Performance not satisfactory for service confirmation.
- f) Not fit for Annual Increment.
- g) Not fit for Promotion.

Manager (HR & Admin)

Recommendations about the Incumbent:

Signature

CAFO (For HR, Admin, Finance & BD)/ CTO (for Technical)

Brief Comments (if any):

Chief Executive Officer (CEO)

Necessary Instructions for the Reporting Officer

1. Please write ACRs of those employees who have served under you for a minimum period of 6 (six) months.
2. While writing ACRs of your sub-ordinates, please consider the followings:
 - a. Be practical as far as possible.
 - b. Be reasonably prudent in the judgement.
 - c. Be sincere, impartial and unbiased in making comments.
 - d. Avoid over-estimate & under-estimate.
 - e. Compare the employee concerned with his/her colleagues of the same rank.
Do not allow your own liking & disliking to influence the ratings.
 - f. Keep in mind that your impartial ratings may reward the right person and facilitate Management to take measures for improvement of the skill of the deficient employees.
3. Write about the reaction of the employee concerned about his/her weaknesses which were brought to his/her notice by you.
4. For recommendation of Special Increment or Cash Award the employee concerned shall have to perform at least one-year service in the grade.

Instructions for the Countersigning Officer

1. Use your own judgement on the basis of knowledge about the employee concerned while making comments over the ratings done by the Reporting Officer.
2. Put forward your own remarks if not agreed with that of the Reporting Officer.
3. Make sure that the adverse remarks made by the Reporting Officer against the employee concerned have been communicated, if not, inform him/her of the same.
4. Mention the over- estimate or under- estimate, if any, done by the Reporting Officer.

For Human Resource Department use only

Sl. No.	Particulars	Total Marks	Marks Secured	Marks Secured in previous years	5 years average marks secured (less than 5 years average of actual service to be taken)
1.	ACR	50			
2.	Length of Service (for each year-1 marks-maximum 05 marks)	20			
3.	Interview/Viva-Voce	30			
	Total	100			

Declaration of Fidelity and Secrecy

I do hereby solemnly declare that I will faithfully, truly and to the best of my judgment, skill and ability, execute and perform the duties required of me as to the interest of the BdREN and which properly relate to my office or position in the said BdREN.

I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of the BdREN nor will I allow any such person to inspect or have access to any books or documents belonging to or in the possession of the BdREN and relating to the business of the BdREN.

Signature
Designation

Signed before me

Signature
Designation:.....
Date:.....

Job Description of BdREN officials

Job Title: Chief Executive Officer (CEO) [Level-1]

- 1. Primary Reporting Authority:** Board of Trustees, BdREN Trust
- 2. Staff who will report to him/her:**
 - a. Chief Technical Officer (CTO)
 - b. Chief Administrative and Finance Officer (CAFO)
- 3. Deliverables:**
 - Standard Operating Procedure (SOP) for Chief Technical Officer (CTO) and Chief Administrative and Finance Officer (CAFO).
 - Annual Activity and Resource Plan for the incumbent and CTO and CAFO
 - Monthly/Quarterly/Annual Activity Report
 - Presentations/Reports/Letters or any other activities as assigned by Board of Trustees from time to time
 - Annual appraisal of CTO and CAFO
 - Service delivery as per functional responsibilities
 - BdREN Annual Report
- 4. Functional Responsibilities**
 - Take strategic decisions to achieve overall objectives of BdREN;
 - Establish and operationalize necessary technical, operational and fiduciary compliances;
 - Lead a functional communication program with BdREN stakeholders;
 - Review the organizational structure and performance to identify the deficiencies, gaps and resetting goals;
 - Maintain organizational transparency to stakeholders (via web page, regular communication, and print and electronic media)
 - Responsible for sustainability of the system/network;
 - Produce periodic reports on operations and management aspects and share with key stakeholders;
 - Maintain/establish co-operational protocols with international RENs and internet commodity providers;
 - Report the Important issues to the Board of Trustees
 - Provide all sorts of technical support and assistance to Project Director in implementation of Project
 - Arrange Annual BdREN Membership Conference
 - Prepare Annual Business Plan and Budget
 - Engage in concerned activities of overall Project Management
 - Coordinate, supervise and monitor BdREN policy implementation
 - Perform other relevant jobs may be assigned by the authority.
- 5. Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract

- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Chief Technical Officer (CTO) [Level 2]

1. Primary Reporting Authority: Chief Executive Officer

2. Staff who will report to him/her:

- Manager, Data & Transmission Network
- Manager, Data Centre
- Manager, Project

3. Deliverables:

- Standard Operating Procedure (SOP) for Manager, Data and Transmission Network and Manager, Data Centre
- Annual Activity and Resource Plan for the incumbent and Manager, Data and Transmission and Manager, Data Centre
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters or any other activities as assigned by CEO from time to time
- Annual appraisal of Manager, Data & Transmission, Manager, Data Centre
- Service delivery as per functional responsibilities

4. Functional Responsibilities

- Ensure smooth operation and maintenance of the network.
- Prepare Standard Operating Procedure (SOP) for all departments under him
- Identify necessity of any network expansion ahead of time based on usage data
- Involve actively during project phase to ensure that current live systems remain unaffected due to project activities.
- Interact closely with suppliers to ensure smooth implementation, operation & upgradation of the system/network.
- Collaborate with internal and external personnel (e.g. other administrators, vendors, public agencies, community members, etc.) for the purpose of planning, implementing and/or maintaining services and training programs.
- Provide technical advice to Chief Executive Officer in all technical matters
- Assist in ensuring transparency and accountability of BdREN.
- Ensure mobilization of equipment spares/inventory in time
- Prepare Annual Activity Plan and Resource requirement for the plan
- Ensure strict compliance of Operational and Maintenance Manual of BdREN
- Perform other related duties as assigned by the authority.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Chief Administrative and Finance Officer (CAFO) [Level 2]

1. Primary Reporting Authority: Chief Executive Officer

2. Staff who will report to him/her:

- a. Manager, (HR and Admin)
- b. Manager (Finance and Accounts)

3. Deliverables:

- Standard Operating Procedure (SOP) for staff under him/ her
- Annual Activity and Resource Plan for staff under his/ her
- Monthly/Quarterly/Annual Activity Report as necessary
- Presentations/Reports/Letters or any other activities as assigned by CEO from time to time
- Annual appraisal of the staff members reporting directly him/ her
- Service delivery as per functional responsibilities

4. Functional Responsibilities

- Overall control of the personnel/Human Resources function.
- Formulating personnel systems and strategies appropriate to the BdREN missions and goals
- Recruiting and selecting staff for BdREN
- Developing remuneration and reward procedures
- Keeping the CEO informed on personnel and employee relations policies as needed to preserve and facilitate BdREN strategy
- Planning and directing employee training and development programmes
- Improving management/employee communications including mediating in dispute and advising the Manager under him on how to implement personnel policies
- Ensuring compliance with employees' law in BdREN
- Ensuring that health and safety procedures for the employees are adequate
- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of BdREN operations.
- Collaborates with internal and external personnel (e.g. BdREN member university administrators, public agencies, public officials, vendors, etc.) for the purpose of implementing and/or maintaining services and programs
- Compiles data from a wide variety of sources (e.g. staff, public agencies, member universities of BdREN, etc.) for the purpose of analyzing issues, ensuring compliance with BdREN policies and procedures, and/or monitoring program components of BdREN.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices of BdREN.

- Directs Managers in their operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving BdREN objectives and ensuring compliance with legal, financial and BdREN member requirements within established timeframes.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a BdREN representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference to the Chief Executive Officer.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform BdREN functions properly.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing the productivity of personnel of BdREN and achieving objectives of BdREN within the budget.
- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, departmental administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Perform other related duties as assigned by the authority.
- Supervise and ensure the BdREN employees' salary/payroll functions, including management of gratuity, contributory Provident fund etc.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Manager, Data & Transmission Network [Level 3]

1. Primary Reporting Authority: Chief Technical Officer (CTO)

2. Staff who will report to him/her:

- Sr. Network Engr., Transmission
- Sr. Network Engr., Data & NOC

3. Deliverables:

- Standard Operating Procedure (SOP) for Sr. Network Engr., Transmission & Sr. Network Engr., Data & NOC
- Annual Activity and Resource Plan for the incumbents
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters or any other activities as assigned by GM, Operations and Planning from time to time
- Annual appraisal of Sr. Network Engr., Transmission & Sr. Network Engr., Data & NOC
- Service delivery as per functional responsibilities

4. Functional Responsibilities

- Overall leadership and direction in the development and operation of BdREN Network
- Ensure smooth operation and maintenance of the BdREN network.
- Prepare Standard Operating Procedure (SOP) for all departments under him
- Identify necessity of any network expansion ahead of time based on usage data
- Provide technical advice to CTO in all technical matters
- Ensure mobilization of equipment spares/inventory in time
- Prepare Annual Activity Plan and Resource requirement for the plan
- Ensure strict compliance of Operational and Maintenance of BdREN Network
- Provide creative and technical guidance to support the BdREN infrastructure development including both ongoing and future projects.
- Establish the BdREN Network Operations (NO) support staff.
- Establishment of all BdREN Network Operations (NO) processes, procedures, and policies.
- Configure Data Communication Network which includes but not limited to Routers, Switches, Bandwidth Managers/DPI, Access Points and Access Controllers or Transmission Network which includes DWDM equipment.
- Configure and maintaining of Routing & Switching equipment especially those running in MPLS and multi-protocol/multi-home BGP Environment.
- configure Network Management System (NMS) involving Data Network to manage Networking Devices
- Integrate Transmission Network with Routing and Switching Network, Laying of Optical Fiber using HDD Technology and Open Cut methods, Use of OTDR machines and Power Source and Meters to identify faults
- Handle Power System equipment namely UPS, Rectifier, Battery and Inverter, and Precision/Confort Air Conditioning systems in Data Center/Transmission PoP environment.

- Uphold network KPI in compliance to Service Grade Agreement (SLA) and ability to supervise Network Operation Center (NOC).
- Lead development of automated value-added capabilities within Network Operations to drive faster customer problem resolution
- Develop, implement and test a disaster recovery methodology for the BdREN Network operations centers.
- Provide line management of the NO support team including the operations contractor
- Supervise multiple project locations, resource deployment, monitor, control & report the work progress
- Assist in planning and designing IP, Data and Transmission Network
- Supervise, Configure, Operate, Maintain and Optimize BdREN Data and Transmission Network equipment
- Supervise, Operate and Maintain Power System and Air-conditioning equipment at BdREN PoPs in the university sites (other than DC and DR sites) and in PGCB sites
- Troubleshoot and repair OSPF, IS-IS, BGP and MPLS based Data Network and DWDM based Transmission Network
- Maintain BdREN optical fiber network including last mile connectivity up to the university
- Communicate with upstream service provider(s), downstream customers, vendors, suppliers and stake-holder communities
- Analyze future requirement, prepare network upgrade plan and participate in product selection
- Assist CTO to prepare Annual Budget/ Resource planning.
- Assist in the procurement process including RFP/specification preparation, Bid evaluation, BoM negotiation and contract finalization
- Supervise day to day operation of BdREN Network Operation Center (NOC) and activities of data and transmission network team engaged in network operation and maintenance
- Assist subordinates and team members to enhance technical knowledge in data and transmission technology
- Liaise with the government organizations, stakeholders and international community regarding IP/ Transmission related issues, namely BTRC, APNIC, TEINCC etc.
- Supervise and Conduct all types of Tests and generate reports
- Carry out day-to-day administrative activities
- Maintain strict compliance of Standard Operating Procedure (SOP)
- Perform other related duties as assigned by the authority.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- Willing to travel throughout the country for BdREN operations & maintenance and overseas for participation in training and workshop.
- Mobile should be available 7 x 24 hour over voice and SMS
- Internet should be available 7 x 24 hour over email

Job Description of BdREN officials

Job Title: Manager, Data Center [Level 3]

1. Primary Reporting Authority: Chief Technical Officer

2. Staff who will report to him/her:

- Sr. Software Programmer/ System Engineer

3. Deliverables:

- Standard Operating Procedure (SOP) for the Sr. System Engineer and Software Programmer
- Annual Activity and Resource Plan for the IP Network Specialist and Software Developer
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by Chief Technical Officer
- Annual appraisal of Sr. System Engr., Data Centre
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Configure all data network equipment (namely Core, Distribution, Edge Routers, Internet Routers, Internet Firewalls) & other data network accessories, and operate, maintain and optimize the data network
- Troubleshoot and repair OSPF, IS-IS, BGP and MPLS based data network system
- Operate and Maintain Power System Equipment including grounding facility at BdREN PoP Room at all University Sites other than DC and DR sites
- Operate and Maintain Air Conditioning Equipment at BdREN PoP Room at all University Sites other than DC and DR sites
- Configure and maintain site-to-site and Remote Access VPNs
- Commission New clients, Allocate bandwidth and other associated resources, Upgrade bandwidth and other related services
- Install new software like operating systems and patches in Data Equipment, Install Data hardware and carry out preventive maintenance of the same
- Implement and ensure network and system security, user access using proper authentication, authorization and accounting
- Communicate with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
- Analyze future requirement, draft network upgrade plan and participate in appropriate product selection
- Prepare NOC schedule, supervise day to day operation of BdREN Network Operation Center (NOC)
- Generate ideas for new and innovative services
- Carry out day-to-day administrative activities
- Assist in the procurement process including drafting RFP/Specification, Evaluate bids, Negotiate BoM and Finalize contracts
- Manage Internet resources, APNIC who is DB, BdREN.net.bd domain etc.
- Prepare Internet security rules and configure Internet Firewall in conformance to those rules

- Conduct Installation Completion Test, participate in Operational Acceptance Test (OAT) and generate reports
- working in Virtualization/Computing environment preferably in professional Data Center
- Working with Blade-serves and SAN storage system used in Data Center environment.
- Managing and maintaining Virtual Machines using hyper-visor and cloud-system applications especially cloud-system using Infrastructure as a Service (IaaS) and Software as a Service (SaaS).
- Taking Backup in a Data Center environment and restoration of the system from existing Backup, backing up of live data in a Disaster Recovery Center and recovery of the said services from DR in case of failure of Data Center.
- Operate and Maintain Access Control system, IP Surveillance system, Automatic GAS / Fire suppression system, Detection & Monitoring systems in Data Centers and PoPs.
- Manage and maintain VC & UC systems, IP Voice networks, IT Security Systems, Management of Virtual Classes.
- Facilitate required information to Manager, D&T Network for preparation of Annual Budget / Resource Plan
- Assist Manager, D&T Network to prepare the Standard Operating Procedures (SOPs) of senior Technicians and Technicians
- Maintain strict compliance of SOP

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Manager, HR and Admin [Level 3]

1. Primary Reporting Authority: Chief Administrative and Finance Officer (CAFO)

2. Staff who will report to him/her:

- Deputy Manager, HR & Admin

3. Deliverables:

- Standard Operating Procedure (SOP) for Deputy Manager, HR & Admin
- Annual Activity and Resource Plan for the Human Resource, Admin and Logistics
- Monthly/Quarterly/Annual Activity Report as necessary
- Presentations/Reports/Letters or any other activities as assigned by CAFO, BdREN from time to time
- Annual appraisal of Deputy Manager, HR & Admin
- Service delivery as per functional responsibilities

4. Functional Responsibilities

- Overall control of the personnel/Human Resources function.
- Ability to develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.
- Formulating personnel systems and strategies appropriate to the BdREN missions and goals
- Recruiting and selecting staff for BdREN
- Developing remuneration and reward procedures
- Keeping the CAFO informed on personnel and employee relations policies as needed to preserve and facilitate BdREN strategy
- Planning and directing employee training and development programmes
- Improving management/employee communications including mediating in disputes and advising the Managers under him on how to implement the policies
- Ensuring compliance with employees' law in BdREN
- Ensuring that health and safety procedures for the employees are adequate
- Assists a variety of external agency personnel (e.g. grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of BdREN operations.
- Collaborates with internal and external personnel (e.g BdREN member university administrators, public agencies, public officials, vendors, etc.) for the purpose of implementing and/or maintaining services and programs
- Compiles data from a wide variety of sources (e.g. staff, public agencies, member universities of BdREN, etc.) for the purpose of analyzing issues, ensuring compliance with BdREN policies and procedures, and/or monitoring program components of BdREN.
- Directs Deputy Manager (HR & Admin) in his/ her operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving BdREN objectives and ensuring compliance with legal, financial and BdREN member requirements within established timeframes.

- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a BdREN representative.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform BdREN functions properly.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing the productivity of personnel of BdREN and achieving objectives of BdREN within the budget.
- Ability to set goals for departments and individual managers.
- Knowledge in planning and managing logistics, warehouse and transportation.
- Knowledge about organization policies, rules and regulations
- Knowledge in dealing with corporate legal issues and compliance
- Performs other related duties as assigned by the authority.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Manager, Finance and Accounts [Level 3]

a. Primary Reporting Authority: Chief Administrative and Finance officer (CAFO)

b. Staff who will report to him/her:

- Deputy Manager, Finance & Accounts

c. Deliverables:

- Standard Operating Procedure (SOP) for Deputy Manager (Finance and Accounts)
- Annual Activity and Resource Plan for the Finance and Accounts unit
- Monthly/Quarterly/Annual Activity Report as necessary
- Presentations/Reports/Letters or any other activities as assigned by Chief Administrative and Finance Officer (CAFO) from time to time
- Annual appraisal of Deputy Manager, Finance & Accounts
- Service delivery as per functional responsibilities

d. Functional Responsibilities

- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within the budget.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices of BdREN.
- Directs Deputy Manager (Finance & Accounts) operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving BdREN objectives and ensuring compliance with legal, financial and BdREN member requirements within established timeframes.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference to the Chief Administrative Officer.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, departmental administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Manage and oversee the daily operations of the accounting department including: month and end-year process, accounts payable/receivable, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, trust account statement reconciliations, fixed asset and debt activity.
- Supervise a team of finance & accounting and allocate resources, manage cash flows, and conduct revenues and cost analyses.
- Ensure all accounting activities and internal audits comply with financial regulations.

- Prepare timely and detailed reports on financial performance on a quarterly and annual basis.
- Manage and oversee the daily operations of the accounting department including: month and end-year process, accounts payable/receivable, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, trust account statement reconciliations, fixed asset and debt activity
- Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts
- Prepare and maintain cash flow analyses as needed
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff as requested
- Assist in preparing year-end books for audit
- Process vendor payments and check requests
- Check and verify the reconciled bank accounts and general ledger accounts for different BdREN bank accounts
- Perform other related duties as assigned by the authority.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Manager, Project [Level 3]

1. Primary Reporting Authority: Chief Technical Officer

2. Staff who will report to him/her:

- Deputy Manager, Project

3. Deliverables:

- Standard Operating Procedure (SOP) for the Deputy Manager, Project
- Annual Activity and Resource Plan for the project Staffs
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by Chief Technical Officer
- Annual appraisal of Deputy Manager, Project
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Ensure all projects are delivered on time within the stipulated scope and budget
- Lead the initiation and planning of a project and ensure technical feasibility
- Ensure resource availability and allocation
- Install new software like operating systems and patches in Data Equipment, Install Data hardware and carry out preventive maintenance of the same
- Implement and ensure network and system security, user access using proper authentication, authorization and accounting
- Assist in the procurement process including drafting RFP/Specification, evaluate bids, Negotiate BoM and Finalize contracts
- Develop a detailed plan to monitor and track the progress of the project
- Coordinate with internal and external parties for the flawless execution of projects
- Manage relationships between clients and stakeholders
- Measure project performance using appropriate project management tools
- Perform risk management analysis to reduce project risks
- Report and escalate to upper management as and when needed
- Create and maintain a comprehensive project documentation
- Meeting with project team members to identify and resolve issues.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing, and summarizing relevant information.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference to the Chief Technical Officer.

- Establishing effective project communication plans and ensuring their execution.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Conducting post-project evaluation and identifying successful and unsuccessful project elements.
- ERP project oversight.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Sr. Network Engineer, Data & NOC [Level 4]

1. Primary Reporting Authority: Manager, Data & Transmission Network

2. Staff who will report to him/her: Network Engr., NOC

3. Deliverables:

- Annual Activity and Resource Plan for the Network Engr., NOC
Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by Manager, Data & Transmission Network from time to time
- Annual appraisal of Network Engr., NOC
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Configure all data network equipment (namely Core, Distribution, Edge Routers, Internet Routers, Internet Firewalls) & other data network accessories, and operate, maintain and optimize the data network
- Troubleshoot and repair OSPF, IS-IS, BGP and MPLS-based data network system
- Operate and Maintain Power System Equipment including grounding facility at BdREN PoP Room at all University Sites other than DC and DR sites
- Operate and Maintain Air Conditioning Equipment at BdREN PoP Room at all University Sites other than DC and DR sites
- Configure and maintain site-to-site and Remote Access VPNs
- Commission New clients, Allocate bandwidth and other associated resources, Upgrade bandwidth and other related services
- Install new software like operating systems and patches in Data Equipment, Install Data hardware and carry out preventive maintenance of the same
- Implement and ensure network and system security, user access using proper authentication, authorization and accounting
- Communicate with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
- Analyze future requirement, draft network upgrade plan and participate in appropriate product selection
- Prepare NOC schedule, supervise day to day operation of BdREN Network Operation Center (NOC)
- Configure Routing & Switching equipment which includes but not limited to Routers, Switches, Bandwidth Managers/DPI, Access Points and Access Controllers.
- Configure Network Management System (NMS) involving Data Network to manage Networking Devices
- Configure and maintaining Routing and Switching devices in MPLS domain and multi-protocol/multi-home BGP environment.
- Configure and manage wired Campus Network Equipment namely Access Switch, Distribution Switch and Core Switch and wireless Campus Network Equipment namely Access Points and Wireless Controllers.

- Configure and managing Virtual Conference Servers namely VCS, TMS & Content Servers and Endpoints namely Codecs, Cameras, Microphones, Speakers, Display Units and others.
- Configure and managing Unified Communication Servers and IP Phones.
- Handle Power System equipment namely UPS, Rectifier, Battery and Inverter, and Comfort Air Conditioning system in Data/Transmission Point of Presences (PoPs).
- Generate ideas for new and innovative services
- Carry out day-to-day administrative activities
- Assist in the procurement process including drafting RFP/Specification, Evaluate bids, Negotiate BoM and Finalize contracts
- Manage Internet resources, APNIC with DB, bdren.net.bd domain etc.
- Prepare Internet security rules and configure Internet Firewall in conformance to those rules
- Conduct Installation Completion Test, participate in Operational Acceptance Test (OAT) and generate reports
- Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
- Assist Manager, Network to prepare the Standard Operating Procedures (SOPs) of Sr. Technicians and Technicians
- Maintain strict compliance of SOP

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Sr. Network Engineer, Transmission

1. Primary Reporting Authority: Manager, Data & Transmission

2. Staff who will report to him/her: Network Engr., Transmission

3. Deliverables:

- Annual Activity and Resource Plan for the Network Engr., Transmission.
Daily/Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by Manager, Data & Transmission
Network from time to time
- Annual appraisal of Network Engr., Transmission
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Work under the supervision of Manager, Data & Transmission Network
- Configure BdREN Transmission Equipment
- Operate, maintain and optimize BdREN Transmission Network
- Monitor and troubleshoot the DWDM based Transmission Network System
- New client commissioning, resource allocation, device configuration and upgradation
- Install new software and hardware, carry out preventive maintenance
- Implement and ensure transport network security, user access and authentication
- Maintaining BdREN optical fiber network, last mile connectivity up to the university
- Operation and Maintenance of Power System Equipment including grounding facility at all PGCB Sites
- Operation and Maintenance of Air Conditioning equipment at all PGCB Sites
- Communication with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
- Analysis future requirement, network upgrade plan and participate in product selection
- Configuring Transmission Network with SDH/DWDM Technology/Data Network using IP Technology.
- Configuring and maintaining Transmission Equipment particularly those using SDH/DWDM technology/Routing and Switching Equipment.
- Laying of Optical Fiber using HDD Technology and Open Cut methods, Use of OTDR machines and Power Source and Meters to identify and rectify faults.
- designing the optical fiber network, doing appropriate survey and producing the survey results into Management Documents for clear understanding
- Handle Power System equipment namely UPS, Rectifier, Battery and Inverter.
- Operate & Maintain Precision Air Conditioning systems in Data Center environment as well as Comfort Air Conditioning system with control in Data/Transmission Point of Presences (PoPs).
- Supervise day to day operation of BdREN Network Operation Center (NOC)
- Generating ideas for new and innovative services

- Carry out day-to-day administrative activities
- Assist in the procurement process including drafting RFP/specification, Evaluate bid proposals, Negotiate BoM and Finalize contracts
- Conduct Installation Completion Tests, participate in Operational Acceptance Tests and Generate reports
- Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
- Assist Manager, Network to prepare the Standard Operating Procedures (SOPs) of Sr. Technicians and Technicians
- Maintain strict compliance of Standard Operating Procedures (SOPs)
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Sr. Software Programmer/ Engineer [Level 4]

1. Primary Reporting Authority: Manager, Data Centre

2. Staff who will report to him/her:

- Software Programmer(s)

3. Deliverables:

- Standard Operating Procedure (SOP) for Programmer
- Annual Activity and Resource Plan for Programmer Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by Manager, Data Centre
- Annual appraisal of Programmer
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Configure all data network equipment (namely Core, Distribution, Edge Routers, Internet Routers, Internet Firewalls) & other data network accessories, and operate, maintain and optimize the data network
- Troubleshoot and repair OSPF, IS-IS, BGP and MPLS based data network system
- Operate and Maintain Power System Equipment including grounding facility at BdREN PoP Room at all University Sites other than DC and DR sites
- Operate and Maintain Air Conditioning Equipment at BdREN PoP Room at all University Sites other than DC and DR sites
- Configure and maintain site-to-site and Remote Access VPNs
- Commission New clients, Allocate bandwidth and other associated resources, Upgrade bandwidth and other related services
- Install new software like operating systems and patches in Data Equipment, Install Data hardware and carry out preventive maintenance of the same
- Implement and ensure network and system security, user access using proper authentication, authorization and accounting
- Communicate with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
- Analyze future requirement, draft network upgrade plan and participate in appropriate product selection
- Prepare NOC schedule, supervise day to day operation of BdREN Network Operation Center (NOC)
- Generate ideas for new and innovative services
- Carry out day-to-day administrative activities
- Assist in the procurement process including drafting RFP/Specification, evaluate bids, Negotiate BoM and Finalize contracts
- Manage Internet resources, APNIC, DB, bdren.net.bd domain etc.

- Prepare Internet security rules and configure Internet Firewall in conformance to those rules
- Conduct Installation Completion Test, participate in Operational Acceptance Test (OAT) and generate reports
- Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
- Assist Manager, Network to prepare the Standard Operating Procedures (SOPs) of Sr. Technicians and Technicians
- Maintain strict compliance of SOP

5. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Deputy Manager, HR and Admin [Level 4]

1. **Primary Reporting Authority:** Manager, HR & Admin
2. **Staff who will report to him/her:**
 - Assistant Manager, HR & Admin
 - Assistant Manager, Safety and Security
3. **Deliverables:**
 - Standard Operating Procedure (SOP) for Assistant Manager, HR & Admin
 - Annual Activity and Resource Plan for the Human Resource, Admin and Logistics
 - Monthly/Quarterly/Annual Activity Report as necessary
 - Presentations/Reports/Letters or any other activities as assigned by Manager, HR & Admin from time to time
 - Annual appraisal of Asst. Manager, HR & Admin and Asst. Manager, Safety and Security
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities**
 - Carry out Day-to-day general administration that includes daily attendance, leave, safety, recruitment, Legal & Corporate affairs.
 - Arrange, conduct & process employees Recruitment & Selection as per set Recruitment & Selection policy & Procedure and ensure that a fair recruitment is followed.
 - Prepare attendance report.
 - Maintain all data records papers in relation to Recruitment & Selection, wages, OT and allowances.
 - Maintain the employee's Personal file with all related papers as updated.
 - Develop strategy to establish appropriate HR processes and practices in the organization as per management's directives to meet the needs of the growing organization, if required.
 - Maintain & prepare employee 'Resign List' and 'New Recruitment List' for every running month.
 - Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Maintain human resource records by designing a filing and retrieval system; keeping past and current records.
 - Motivate, Counsel the staff members to ensure maximum productivity and profitability.
 - Assist & coordinate the performance appraisal process & ensure appropriate and effective communication
 - Perform other related duties as assigned by the authority.
5. **Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - Usual office hours from 9.00 am to 5.00 pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
7. **Additional Requirement:**
 - **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Deputy Manager, Finance and Accounts [Level 4]

- 1. Primary Reporting Authority:** Manager, Finance and Accounts
- 2. Staff who will report to him/her:**
 - Asst. Manager, Finance & Accounts
 - Asst. Manager, Business Development
- 3. Deliverables:**
 - Standard Operating Procedure (SOP) for Asst. Manager, Finance and Accounts and Assistant Manager (Business Development)
 - Annual Activity and Resource Plan for the Finance and Accounts unit
 - Monthly/Quarterly/Annual Activity Report as necessary
 - Presentations/Reports/Letters or any other activities as assigned by Chief Administrative and Finance Officer (CAFO) from time to time
 - Annual appraisal of Asst. Manager, Finance & Accounts and Asst. Manager, Business Development
 - Service delivery as per functional responsibilities
- 4. Functional Responsibilities**
 - Directing Assistant Manager (Finance & Accounts) and Assistant Manager (Business Development) operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving BdREN objectives and ensuring compliance with legal, financial and BdREN member requirements within established timeframes.
 - Facilitating internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices of BdREN.
 - Maintaining a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference to the Chief Administrative Officer.
 - Monitoring and update budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
 - Recording all accounting and financial documents of the Company & establish/up-date financial policies, procedure/ systems/control to implement the plan.
 - Examining and analyzing accounting records, financial statement or other financial reports.
 - Processing bank deposits.
 - Reconciling financial statements periodically.
 - Submitting Tax and VAT Returns
 - Preparing report on the status of accounts payable and receivable
 - Updating internal accounting databases and spreadsheets
 - Calculating and checking to make sure payments, amounts and records are correct.
 - Providing analysis of cash flow, operating costs and variances.
 - Preparing, monitoring & controlling the budget. Analyzing the budget variance according to requirements.
 - Reconciling finance accounts and direct debits.
 - Ensuring the Adjustment operational advances within the stipulated time frame.
 - Preparing weekly and monthly reports as required.
 - Perform other related duties as assigned by the authority.
- 5. Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules

- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Deputy Manager, Project [Level 4]

- 1. Primary Reporting Authority:** Manager (Project)
- 2. Staff who will report to him/her:**
 - Asst. Manager, Project
- 3. Deliverables:**
 - Annual Activity and Resource Plan for the project. Daily/Monthly/Quarterly/Annual Activity Report
 - Presentations/Reports/Letters as asked by Manager, Data & Transmission Network from time to time
 - Annual appraisal of Assistant Manager (Project)
 - Service delivery as per functional responsibilities
- 4. Functional Responsibilities:**
 - Work under the supervision of Manager, Project
 - Operate, maintain and optimize Transmission Network under the project
 - Monitor and troubleshoot the DWDM based Transmission Network System
 - New client commissioning, resource allocation, device configuration and upgradation
 - Install new software and hardware, carry out preventive maintenance
 - Implement and ensure transport network security, user access and authentication
 - Maintaining BdREN optical fiber network, last mile connectivity up to the university
 - Operation and Maintenance of Power System Equipment including grounding facility at all PGCB Sites
 - Operation and Maintenance of Air Conditioning equipment at all PGCB Sites
 - Communication with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
 - Analysis future requirement, network upgrade plan and participate in product selection
 - Configuring Transmission Network with SDH/DWDM Technology/Data Network using IP Technology.
 - Configuring and maintaining Transmission Equipment particularly those using SDH/DWDM technology/Routing and Switching Equipment.
 - Laying of Optical Fiber using HDD Technology and Open Cut methods, Use of OTDR machines and Power Source and Meters to identify and rectify faults.
 - designing the optical fiber network, doing appropriate survey and producing the survey results into Management Documents for clear understanding
 - Handle Power System equipment namely UPS, Rectifier, Battery and Inverter.
 - Operate & Maintain Precision Air Conditioning systems in Data Center environment as well as Comfort Air Conditioning system with control in Data/Transmission Point of Presences (PoPs).
 - Supervise day to day operation of BdREN Network Operation Center (NOC)
 - Generating ideas for new and innovative services
 - Carry out day-to-day administrative activities
 - Assist in the procurement process including drafting RFP/specification, evaluate bid proposals, Negotiate BoM and Finalize contracts
 - Conduct Installation Completion Tests, participate in Operational Acceptance Tests and Generate reports
 - Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
 - Assist Manager, Project and Sr. Technicians and Technicians
 - Maintain strict compliance of Standard Operating Procedures (SOPs)
 - Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.
- 5. Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules

- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
 - Compliance to all Policies already drafted or to be drafted
- 6. Working Hours:**
- From 9am-5pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
- 7. Additional Requirement:**
- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Deputy Manager, Audit and Compliance [Level 4]

1. **Primary Reporting Authority:** Chief Executive Officer (CEO)
2. **Staff who will report to him/her:**
 - Assistant Manager, Audit and Compliance
3. **Deliverables:**
 - Standard Operating Procedure (SOP) for Assistant Manager, Audit and Compliance
 - Annual Activity and Resource Plan for the Audit and Compliance
 - Monthly/Quarterly/Annual Activity Report as necessary
 - Presentations/Reports/Letters or any other activities as assigned by CEO, BdREN from time to time
 - Annual appraisal of Asst. Manager, Audit & Compliance
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities**
 - Preparing Internal Audit Schedule and Forming Audit team after selecting Audit Program by authority.
 - Co-ordinate and implement Yearly Internal Audit Program
 - Seen Discussion with audited Divisional/Departmental head after completing audit program.
 - Co-ordinate for completing Audit Program in-time.
 - Co-ordinate & Check the final Internal Audit Report & submit the Final Audit Report to the CEO, BdREN.
 - Co-ordinate External Audit Team when their Audit Program is continuing in BdREN.
 - Inform all concerned Division/department about new audit objections & collecting the relevant BROADSHEET documents for answering to the Audit directorate in time.
 - Verify, Correction & compile all BROADSHEET answer of Audit Objections and relevant documents which are sent from various Division.
 - Ensure that all answers are represented to BoT in due time;
 - Supervise for arranging and organize the Bilateral and Tripartite Meetings for Unsettle audit objections.
 - Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
 - Carryout Annual Performance Appraisal of the employees under his/her control.
 - Carryout any other duties as directed by the management from time to time.
5. **Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - Usual office hours from 9.00 am to 5.00 pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
7. **Additional Requirement:**
 - **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Assistant Manager, Finance and Accounts [Level 5]

1. Primary Reporting Authority: Deputy Manager, Finance and Accounts

2. Staff who will report to him/her:

3. Deliverables:

- Annual Activity and Resource Plan for the Specialist and Staff under him/her
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters or any other activities as assigned by Deputy Manager, Finance & Accounts from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities

- Assists in preparing annual revenue and capital budgets of the BdREN.
- Assists the Senior Executives in the annual review of various expenditure.
- Works in the preparation of annual accounts of the BdREN.
- Manages the Finance function within the BdREN and supervise all staff therein.
- Prepares quarterly financial returns for the BdREN management.
- Manages the BdREN's fixed asset register and to reclassify the BdREN assets as and when required.
- Assists in the preparation of yearly revenue/expenditure projections including associated cash flows.
- Manages the BdREN's payroll function, including management of Gratuity,
- Manages the BdREN's Purchase, Project and Nominal Ledgers.
- Assesses the financial implications of new projects and changes in policy including carrying out financial viability exercises in new capital schemes.
- Assists the Senior Executives with administration of all other financial activities.
- Assists the Senior Executives with both the internal and external audit processes.
- Operates an effective performance management system which recognizes individual and team performance within the Finance & Accounts Department.
- Assists with the development, implementation and maintenance of financial policies and procedures, to ensure that they are updated in line with the BdREN policies.
- Participates as a member of the BdREN's Senior Management Team and to participate on corporate activities including discipline, grievance and complaint investigations; and continuous improvement initiatives.
- Provides financial information to other departments as and when required.
- Represents the Finance Dept. teams and at inter-departmental liaison meetings.
- Ensures that robust and secure finance systems are in operation in the BdREN's.
- Carries out other financial and administrative duties including compilation of returns, invoice authorization, on-line banking etc.
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Contract Clauses and Service Rules and Regulations
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Assistant Manager, HR & Admin [Level 5]

1. **Primary Reporting Authority:** Deputy Manager, HR & Admin
2. **Staff who will report to:**
 - Drivers
 - Office Support Staffs
 - Cleaner
3. **Deliverables:**
 - Monthly/Quarterly/Annual Activity Report
 - Reports/Letters or any other activities as assigned by Superiors from time to time
 - Annual appraisal of staffs under him/her
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities**
 - Work under the guidance of Deputy Manager, HR & Admin and provide secretarial support to CEO.
 - Be accessible throughout the day on emergency
 - Assist project officials implementing BdREN activities.
 - Undertake administrative, establishment and financial related activities of BdREN.
 - Carry-out day-to-day administration activities.
 - Provide assistance of all necessary support in official and employee recruitment procurement of goods, install and necessary operation mechanism and maintenance of the whole system.
 - Coordinate staffs of level 7-8 and train them for delivering services efficiently.
 - Provide assistance in coordinating administrative and technical programs like organizing meeting, seminar, workshop and other similar programs.
 - Keep records of procured stationeries/ goods and disbursement.
 - Prepare agenda (working papers), minutes and relevant documents.
 - Assist key staffs of Bangladesh Research and Education Network (BdREN) in delivering services.
 - Carry out any other responsibilities which are to be given by the superiors for the interest of the BdREN.
5. **Code of Conduct:**
 - Compliance to Contract Clauses with BdREN
 - Compliance to Service Rules and Regulations
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - Usual office hours from 9.00 am to 5.00 pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
7. **Additional Requirement:**
 - **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Network Engr., NOC [Level 5]

1. **Primary Reporting Authority:** Sr. Network Engr., Data & NOC
2. **Staff who will report to him/her:**
 - a. Sr. Technician, Power & Facilities
 - b. Sr. Technician, Optical Fiber
3. **Deliverables:**
 - Annual Activity and Resource Plan for the Sr. Technicians, Data & Facilities
 - Monthly/Quarterly/Annual Activity Report
 - Presentations/Reports/Letters as asked by Sr. Network Engr., Data & NOC from time to time
 - Annual appraisal of the Sr. Technicians
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities:**
 - Respond to requests for technical assistance in person, via phone, electronically
 - Diagnose and resolve technical hardware and software issues
 - Research questions using available information resources
 - Advise user on appropriate action
 - Follow standard help desk procedures
 - Log all help desk interactions
 - Administer help desk software
 - Redirect problems to correct resource
 - Identify and escalate situations requiring urgent attention
 - Track and route problems and requests and document resolutions
 - Prepare activity reports
 - Inform management of recurring problems
 - Stay current with system information, changes and updates
 - Work with the relevant stakeholders and the team to carefully plan, design and deploy with continual improvement in service quality.
 - Communication protocols (mainly TCP/IP) and routing protocols (e.g. BGP, OSPF).
 - Identify optical fiber faults using OTDR, Power Source and Power Meter
 - Generate and handle Tickets, Knowledge in Opening, Updating and Closing Tickets.
 - Diagnose server or network alerts, events or issues.
 - Determine the cause of a problem when an alarm is generated.
 - Problem troubleshooting.
 - Handle multiple concurrent tasks and projects with minimal supervision.
 - Work with flexible schedule (working in General, Morning, Evening and Night shift)
 - Ensuring a high level of stakeholder focus (internally and externally) with due care and attention to stakeholder priority issues and appropriate levels of clients' communications
 - Ensuring maximum client satisfaction for both internal and external stakeholders
 - Ensuring that all software and hardware is kept up to date with the latest patches
 - Maintain strict compliance of SOP
 - Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.
5. **Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - From 9am-5pm 5 days a week
 - 7 x 24 availability on emergency

- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Network Engineer, Transmission [Level 5]

1. **Primary Reporting Authority:** Sr. Network Engineer, Transmission
2. **Staff who will report to him/her:**
 - Sr. Technician (Optical Fiber)
 - Technician, Optical Fiber
 - Network Maintenance Support Staff
3. **Deliverables:**
 - Annual Activity and Resource Plan for Sr. Technician, Optical Fiber and NMSS. Daily/Monthly/Quarterly/Annual Activity Report
 - Presentations/Reports/Letters as asked by Sr. Network Engineer, Transmission from time to time
 - Annual appraisal of Sr. Technician and the Technicians, Optical Fiber
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities:**
 - Work under the supervision of Sr. Network Engineer, Transmission
 - Configure BdREN Transmission Equipment
 - Operate, maintain and optimize BdREN Transmission Network
 - Monitor and troubleshoot the DWDM based Transmission Network System
 - New client commissioning, resource allocation, device configuration and upgradation
 - Install new software and hardware, carry out preventive maintenance
 - Implement and ensure transport network security, user access and authentication
 - Maintaining BdREN optical fiber network, last mile connectivity up to the university
 - Operation and Maintenance of Power System Equipment including grounding facility at all PGCB Sites
 - Operation and Maintenance of Air Conditioning equipment at all PGCB Sites
 - Communication with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
 - Analysis future requirement, network upgrade plan and participate in product selection
 - Configure and maintaining Transmission Equipment particularly those using DWDM technology.
 - Handle Power System equipment namely UPS, Rectifier, Battery and Inverter.
 - Operate & Maintain Precision Air Conditioning systems in Data Center environment as well as Comfort Air Conditioning system with control in Data/Transmission Point of Presences (PoPs).
 - Manage and maintain VC & UC systems, IP Voice networks, IT Security Systems, Management of Virtual Classes.
 - Supervise day to day operation of BdREN Network Operation Center (NOC)
 - Generating ideas for new and innovative services
 - Carry out day-to-day administrative activities
 - Assist in the procurement process including drafting RFP/specification, Evaluate bid proposals, Negotiate BoM and Finalize contracts
 - Conduct Installation Completion Tests, participate in Operational Acceptance Tests and Generate reports
 - Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
 - Assist the Sr. Network Transmission, to prepare the Standard Operating Procedures (SOPs) of Sr. Technician and Technicians
 - Maintain strict compliance of Standard Operating Procedures (SOPs)
 - Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.
5. **Code of Conduct:**
 - Compliance to Contract Clauses

- Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
 - Compliance to all Policies already drafted or to be drafted
- 6. Working Hours:**
- From 9am-5pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
- 7. Additional Requirement:**
- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Software Programmer [Level 5]

1. **Primary Reporting authority:** Sr. Software Programmer
2. **Staff who will report to him/her:**
3. **Deliverables:**
 - Monthly/Quarterly/Annual Activity Report
 - Monthly Performance Monitoring Report
 - Monthly Software Development/Management Report
 - Presentations/Reports/Letters as asked by Deputy Manager, Project from time to time
 - Any Report asked by higher authority
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities:**
 - Perform implementation, operation, maintenance and optimization of cloud infrastructure, virtualization for the cloud system, cloud management software etc.
 - Perform implementation, operation, maintenance and optimization of network hardware, software and communication links of the cloud system.
 - Customization of existing system and software.
 - Configure and maintaining Virtual Machines using hyper-visor and cloud-system applications especially cloud-system using Infrastructure as a Service (IaaS) and Software as a Service (SaaS).
 - configure Internet Services namely DHCP, Web Services, Mail Services, DNS Services, REN applications like EduRoam and Federated Identity preferably in Unix Environment.
 - Configure LDAP/AD Servers preferably in Unix Environment.
 - Data Security and Data Protection and supporting applications for ensuing that purpose.
 - Install new application or modify existing applications and software, upgrade existing versions of software, identifying future hardware, application and software.
 - Assist in preparing server backup policy and perform backup operations.
 - Maintain daily activity log and make a summary report.
 - Maintain and operate different servers & applications, upgrade Operating System, application and apply available patches, provision resources to the customers, manage accounts, Billing & invoice, ERP system, Cloud management system.
 - Repair and troubleshoot software failure.
 - Review the current system and generate ideas to improve the system including technical specification and cost estimation.
 - Communicate with the stakeholders and provision resources to them.
 - Perform other related duties as assigned by the authority.
5. **Code of Conduct:**
 - Compliance to Contract Clauses
 - Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - Usual office hours from 9.00 am to 5.00 pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
7. **Additional Requirement:**
 - **Travel:** Willing to travel overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Assistant Manager, Business Development [Level 5]

1. **Primary Reporting authority:** Deputy Manager, Finance and Accounts

2. **Staff who will report to him/her:** N/A

3. **Deliverables:**

- Monthly Activity Report
- Presentations/Reports/Letters or any other activities as assigned by BdREN authority from time to time
- Collection of bandwidth revenue is ensured periodically
- Service delivery as per functional responsibilities
- Branding of BdREN among the REN communities

4. **Functional Responsibilities:**

- Liaison with BdREN Users to ensure potential needs and solutions are being identified, explored and met.
- Ensure the collection of bandwidth fee, Annual Membership fee with issuing invoices periodically
- Update membership list at BdREN web portal regularly
- Pursuing new institute for BdREN membership and approach them to subscribe BdREN commodity services
- Identify trend setter ideas by examining events, publications and other services provided by national research and education networks (NRENs)
- Explore new opportunities and services to be introduced in BdREN
- Locate and propose potential business ideas and contracting relevant stakeholders
- Design and prepare BdREN business opportunities for the sustainability of BdREN
- Attend conferences, meeting and other industry and university events and report to the authority accordingly
- Develop, write and edit marketing and communications materials, including press release, blog posts and social media content
- Promote communication and marketing materials through appropriate social channels
- Track analytics and creating reports detailing successes and failure of communications campaigns
- Ensure that all communications and marketing materials aligns with brand standards
- Maintain digital media archives including photos and videos
- Work with operation team members to conceptualize and implement communications strategies and campaigns
- Utilize the best practice of main social media channels including Facebook. LinkedIn. Instagram etc.
- Liaise with regulatory/Administrative authority pertaining to planning and development legal/regulatory matters
- Help Deputy Manager/ Manager-(Finance & Accounts) in developing the Annual Activity Plan, Resource requirement and in implementing those plans
- Perform other duties that may be assigned by Deputy Manager/ Manager - (Finance & Accounts)

5. **Code of Conduct:**

- Compliance to Contract Clauses and Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. **Working Hours:**

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. **Additional Requirement:**

- **Travel:** Willing to travel overseas for participation in training and workshop.

- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Assistant Manager (Audit and Compliance) [Level 5]

- 1. Primary Reporting Authority:** Deputy Manager, Audit and Compliance
- 2. Staff who will report to him/her:**
- 3. Deliverables:**
 - Annual Activity and Resource Plan for the Specialist and Staff under him/her
 - Monthly/Quarterly/Annual Activity Report
 - Presentations/Reports/Letters or any other activities as assigned by Deputy Manager, Audit and Compliance from time to time
 - Service delivery as per functional responsibilities
- 4. Functional Responsibilities**
 - Prepare Audit schedule and Forming Audit team after selecting internal audit program.
 - Prepare and implement Yearly Internal Audit Program.
 - Perform audit program with all department and Seen Discussion with Divisional Head after ending audit Program.
 - Emphasis for Complete internal Audit program in time as per schedule.
 - Prepare the Internal Audit Report and Submit the Final Audit Report to the Departmental Head in time.
 - Assist External Audit Team when their audit program is continuing in BdREN
 - Examine petty cash expenditure and purchase related works of Admin Division.
 - Supervise all administrative works (office/Ministry letters and any other correspondence)
 - Inform the new audit objections of all concerned units BdREN which are arisen by external Audit & collecting the relevant Broadsheet answer.
 - Check, Verify, Correction & compile all Broadsheet answer of Audit Objections and Documents which come from various divisions and send to the respective Directorate.
 - Send Answer of any kind of audit objections to CEO, BdREN in due time.
 - Arrange and organize the Bilateral and Tripartite Meetings against Unsettlement audit objections between or among the Units
 - Check & verify petty cash expenditure and all administrative works
 - Assist any kind of official works to superiors.
 - Supervise the works of subordinate officers and staffs.
 - Carry out any other duties as directed by the authority/departmental head
- 5. Code of Conduct:**
 - Compliance to Contract Clauses with BdREN
 - Compliance to Service Rules and Regulations
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
 - Compliance to all Policies already drafted or to be drafted
- 6. Working Hours:**
 - Usual office hours from 9.00 am to 5.00 pm, 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
- 7. Additional Requirement:**
 - Willing to travel throughout the country for BdREN operations and overseas for participation in training and workshop.
 - Mobile should be available 7 x 24 hour over voice and SMS
 - Internet should be available 7 x 24 hour over email

Job Description of BdREN officials

Job Title: Assistant Manager (Project) [Level 5]

1. **Primary Reporting authority:** Deputy Manager (Project)
2. **Staff who will report to him/her:**
 - Assigned Technicians or Staff
3. **Deliverables:**
 - Annual Activity and Resource Plan for Sr. Technician, Optical Fiber and NMSS.
 - Daily/Monthly/Quarterly/Annual Activity Report
 - Presentations/Reports/Letters as asked by Sr. Network Engineer, Transmission from time to time
 - Annual appraisal of Sr. Technician and the Technicians, Optical Fiber
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities:**
 - Work under the supervision of Sr. Network Engineer, Transmission
 - Configure BdREN Transmission Equipment
 - Operate, maintain and optimize BdREN Transmission Network
 - Monitor and troubleshoot the DWDM based Transmission Network System
 - New client commissioning, resource allocation, device configuration and upgradation
 - Install new software and hardware, carry out preventive maintenance
 - Implement and ensure transport network security, user access and authentication
 - Maintaining BdREN optical fiber network, last mile connectivity up to the university
 - Operation and Maintenance of Power System Equipment including grounding facility at all PGCB Sites
 - Operation and Maintenance of Air Conditioning equipment at all PGCB Sites
 - Communication with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
 - Analysis future requirement, network upgrade plan and participate in product selection
 - Configure and maintaining Transmission Equipment particularly those using DWDM technology.
 - Handle Power System equipment namely UPS, Rectifier, Battery and Inverter.
 - Operate & Maintain Precision Air Conditioning systems in Data Center environment as well as Comfort Air Conditioning system with control in Data/Transmission Point of Presences (PoPs).
 - Manage and maintain VC & UC systems, IP Voice networks, IT Security Systems, Management of Virtual Classes.
 - Supervise day to day operation of BdREN Network Operation Center (NOC)
 - Generating ideas for new and innovative services
 - Carry out day-to-day administrative activities
 - Assist in the procurement process including drafting RFP/specification, Evaluate bid proposals, Negotiate BoM and Finalize contracts
 - Conduct Installation Completion Tests, participate in Operational Acceptance Tests and Generate reports
 - Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
 - Assist the Sr. Network Transmission, to prepare the Standard Operating Procedures (SOPs) of Sr. Technician and Technicians
 - Maintain strict compliance of Standard Operating Procedures (SOPs)
 - Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.
5. **Code of Conduct:**
 - Compliance to Contract Clauses and Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - From 9am-5pm, 5 days a week

- 7 x 24 availability on emergency
 - Changeable through office order
7. **Additional Requirement:**
- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Assistant Manager (Safety & Security) [Level 5]

1. **Primary Reporting authority:** Deputy Manager, (HR & Admin)

2. **Staff who will report to him/her:**

3. **Deliverables:**

- Monthly/Quarterly/Annual Activity Report
- Monthly Performance Monitoring Report
- Monthly Software Development/Management Report
- Presentations/Reports/Letters as asked by Sr. Software Programmer from time to time
- Any Report asked by higher authority
- Service delivery as per functional responsibilities

4. **Functional Responsibilities:**

- Supervise the security officer and assist the other department employees.
- Ensure that employees are performing their duties as the organization's standards. It should be escalated to organizational management when anybody has found that the rule was violated.
- Establish and maintain the positive and effective working relationships with the employees.
- Administer the safety & security system of BdREN office, Data Center, Disaster Recovery Center and PoPs.
- Develop/ update the security system to maintain a safe work environment in the office.
- Prevent and deflecting offense on site.
- Respond on all emergencies promptly when arises.
- Implement the site emergency plan and recommend if changes are required.
- Uphold the Society's policies in relation to fair job opportunities and diversity, equality.
- Produce necessary reports, records and documents to the management from time to time.
- Maintain liaison with the different government entities in respect of security & safety.
- Perform other related duties as assigned by the authority.
- Collaborate with management to develop, prepare, and implement safety and security policies and procedures.
- Coordinate the safety and security programs to promote and ensure a safe working environment.
- Evaluate the effectiveness of safety and security programs.
- Review current safety training and recommends revisions, improvements, and updates.
- Submit recommendations for improvements and additions to the safety management program including emergency preparedness, accident prevention, general safety, and risk management.
- Stop operations and activities that could harm staff or equipment.
- Identify opportunities to minimize workplace injuries, accidents, and health problems.
- Share environmental safety information with appropriate levels in the organization.
- Prepare and implements departmental budget.
- Ensure compliance with federal, state, and local safety laws, regulations, codes, and rules.
- Perform other related duties as assigned.

5. **Code of Conduct:**

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. **Working Hours:**

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Officer (Safety & Security) [Level 6]

1. **Primary Reporting Authority:** Assistant Manager (Safety & Security)
2. **Staff who will report to him/her:**
3. **Deliverables:**
 - Monthly/Quarterly/Annual Activity Report to Asstt. Manager (Safety & Security)
 - Presentations/Reports/Letters as asked by the superiors from time to time
 - Service delivery as per functional responsibilities
4. **Functional Responsibilities:**
 - Ensure that employees are performing their duties as the organization's standards. It should be escalated to organizational management when anybody has found that the rule was violated.
 - Establish and maintain the positive and effective working relationships with the employees.
 - Administer the safety & security system of BdREN office, Data Center, Disaster Recovery Center, Store and PoPs.
 - Develop/ update the security system to maintain a safe work environment in the office.
 - Prevent and detecting offense on site.
 - Monitor CC TV camera system.
 - Respond on all emergencies promptly when arises.
 - Ensure continuous patrolling to the security spots and around the office premises.
 - Attend the important guest and ensure their protocol.
 - Coordinate the safety and security programs to promote and ensure a safe working environment.
 - Submit recommendations for improvements and additions to the safety management program including emergency preparedness, accident prevention, general safety, and risk management.
 - Stop operations and activities that could harm staff or equipment.
 - Identify opportunities to minimize workplace injuries, accidents, and health problems.
 - Share environmental safety information with appropriate levels in the organization.
 - Prepare and implements departmental budget.
 - Ensure compliance with federal, state, local safety laws, regulations, codes, and rules.
 - Perform other related duties as assigned.
5. **Code of Conduct:**
 - Compliance to Service Rules
 - Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
 - Compliance to all Policies already drafted or to be drafted
6. **Working Hours:**
 - From 9am-5pm: 5 days a week
 - 7 x 24 availability on emergency
 - Changeable through office order
7. **Additional Requirement:**
 - **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
 - **Mobile:** Should be available 7 x 24 over voice and SMS
 - **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Sr. Technicians, Optical Fiber [Level 6]

1. Primary Reporting Authority: Network Engr. Transmission

2. Staff who will report to him/her: Optical Fiber Technicians

3. Deliverables:

- Annual Activity and Resource Plan for Optical Fiber Technician
- Monthly/Quarterly/Annual Activity Report to Network Engr. Transmission
- Presentations/Reports/Letters as asked by the superiors from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Work under the supervision of Network Engineer, Transmission
- Configure BdREN Transmission Equipment
- Operate, maintain and optimize BdREN Transmission Network
- Monitor and troubleshoot the DWDM based Transmission Network System
- Operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, Crimping / Cutting Tool etc.
- HDD Technology and finding faults in underground optical fiber cables and restoration of that fault.
- New client commissioning, resource allocation, device configuration and upgradation
- Install new software and hardware, carry out preventive maintenance
- Implement and ensure transport network security, user access and authentication
- Maintain BdREN optical fiber network, last mile connectivity up to the university
- Operation and Maintenance of Power System Equipment including grounding facility at all PGCB Sites
- Operation and Maintenance of Air Conditioning equipment at all PGCB Sites
- Communication with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
- Analysis future requirement, network upgrade plan and participate in product selection
- Supervise day to day operation of BdREN Network Operation Center (NOC)
- Generating ideas for new and innovative services
- Carry out day-to-day administrative activities
- Assist in the procurement process including drafting RFP/specification, Evaluate bid proposals, Negotiate BoM and Finalize contracts
- Conduct Installation Completion Tests, participate in Operational Acceptance Tests and Generate reports
- Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
- Assist Manager, Network to prepare the Standard Operating Procedures (SOPs) of Helpdesk Executives and Technicians
- Maintain strict compliance of Standard Operating Procedures (SOPs)
- Carry out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Sr. Technicians, Power & Facilities [Level 6]

1. Primary Reporting Authority: Network Engr. NOC

2. Staff who will report to him/her: Technician, Data, Power, AC

3. Deliverables:

- Annual Activity and Resource Plan for Optical Fiber Technicians
- Monthly/Quarterly/Annual Activity Report to Network Engr. NOC
- Presentations/Reports/Letters as asked by the superiors from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Work under the supervision of Network Engineer, NOC
- Configure BdREN Transmission Equipment
- Operate, maintain and optimize BdREN Transmission Network
- Monitor and troubleshoot the DWDM based Transmission Network System
- Operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping and Cutting Tool.
- Operation & maintenance of HT/LT Switch gear, Transformer, Generator and Electrical wiring.
- Operate Electrical Test Equipment, hand & power tools such as ammeter, voltmeter, drill machine, electrical pump / motor, Crimping / Cutting Tool etc.
- Operate UTP Cable Tester, UTP Crimping and Cutting Tool.
- operate Air Conditioning test equipment namely Electrical Multi-meter, Gas Pressure Meter, Flare Tools, Pipe Cutter
- Installation of Capacitors, Operating Screw Drivers, Gas Filling, Operating Vacuum Compressor and Welding.
- New client commissioning, resource allocation, device configuration and upgradation
- Install new software and hardware, carry out preventive maintenance
- Implement and ensure transport network security, user access and authentication
- Maintain BdREN optical fiber network, last mile connectivity up to the university
- Operation and Maintenance of Power System Equipment including grounding facility at all PGCB Sites
- Operation and Maintenance of Air Conditioning equipment at all PGCB Sites
- Communication with upstream service provider(s), downstream customers, vendors, suppliers and stakeholder communities
- Analysis future requirement, network upgrade plan and participate in product selection
- Supervise day to day operation of BdREN Network Operation Center (NOC)
- Generating ideas for new and innovative services
- Carry out day-to-day administrative activities
- Assist in the procurement process including drafting RFP/specification, Evaluate bid proposals, Negotiate BoM and Finalize contracts
- Conduct Installation Completion Tests, participate in Operational Acceptance Tests and Generate reports
- Facilitate required information to Manager, Network for preparation of Annual Budget / Resource Plan
- Assist Manager, Network to prepare the Standard Operating Procedures (SOPs) of Helpdesk Executives and Technicians
- Maintain strict compliance of Standard Operating Procedures (SOPs)
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm: 5 days a week

- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Technicians (Optical Fiber) [Level 7]

1. Primary Reporting Authority: Sr. Technicians (Optical Fiber)

2. Staff who will report to him/her: None

3. Deliverables:

- Annual Activity and Resource Plan for himself
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by the superiors from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Respond to requests for technical assistance in person, via phone, electronically
- Configure and administer defined technology/system (e.g Hardware, Operating System and Network etc.) in support of on-going operations
- Manage incidents and requests for a defined technology environment
- Provide network specific technical expertise for the support of security network system requirements
- operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping / Cutting Tool etc.
- operate UTP Cable Tester, UTP Crimping and Cutting Tool.
- HDD Technology and finding faults in underground optical fiber cables and restoration of that fault.
- Analyzes and recovers system when malfunction occurs.
- Monitors security procedures.
- Performs back-up, recovery and systems monitoring.
- Documents all new, changing and malfunctioning jobs related to the hardware and software in an on-line file.
- Troubleshoots software and hardware on-line to maintain performance and system throughout.
- Monitors job output, using bureau documentation to ensure proper printing, correct breakdown and accurate delivery of stakeholder files.
- Monitors hardware and software on LAN/WAN systems.
- Monitors jobs using a computer terminal or personal computer (PC).
- Assists clients resolve problems with computer hardware and software (backup for help desk).
- Coordinates and schedules work with vendor service providers.
- Maintain strict compliance of SOP
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

4. Code of Conduct:

- Compliance to Contract Clauses and Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

5. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

6. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Technicians (Data) [Level 7]

1. Primary Reporting Authority: Sr. Technicians (Power and Facilities)

2. Staff who will report to him/her: None

3. Deliverables:

- Annual Activity and Resource Plan for himself
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by the superiors from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Respond to requests for technical assistance in person, via phone, electronically
- Configure and administer defined technology/system (e.g Hardware, Operating System and Network etc.) in support of on-going operations
- Manage incidents and requests for a defined technology environment
- Provide network specific technical expertise for the support of security network system requirements
- operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping / Cutting Tool etc.
- operate UTP Cable Tester, UTP Crimping and Cutting Tool.
- HDD Technology and finding faults in underground optical fiber cables and restoration of that fault.
- Analyzes and recovers system when malfunction occurs.
- Monitors security procedures.
- Performs back-up, recovery and systems monitoring.
- Documents all new, changing and malfunctioning jobs related to the hardware and software in an on-line file.
- Troubleshoots software and hardware on-line to maintain performance and system throughout.
- Monitors job output, using bureau documentation to ensure proper printing, correct breakdown and accurate delivery of stakeholder files.
- Monitors hardware and software on LAN/WAN systems.
- Monitors jobs using a computer terminal or personal computer (PC).
- Monitors environmental equipment (air conditioning, humidity and temperature of computer equipment).
- Assists clients resolve problems with computer hardware and software (backup for help desk).
- Coordinates and schedules work with vendor service providers.
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Contract Clauses and Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Technicians (Power) [Level 7]

1. Primary Reporting Authority: Sr. Technicians (Power and Facilities)

2. Staff who will report to him/her: None

3. Deliverables:

- Annual Activity and Resource Plan for himself
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by the superiors from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Respond to requests for technical assistance in person, via phone, electronically
- Manage incidents and requests for a defined technology environment
- Troubleshoot problems by gathering and analyzing power quality data
- Provide network specific technical expertise for the support of security network system requirements
- Repair and maintain generators and carry out work on related control circuit equipment
- Prepare reports, maintain records, and requisition supplies and parts
- operate test equipment, hand & power tools such as OTDR, splicing machine, optical power meter, GPS meter, OFC Crimping / Cutting Tool etc.
- operate UTP Cable Tester, UTP Crimping and Cutting Tool.
- Analyzes and recovers system when malfunction occurs.
- Monitors security procedures.
- Performs back-up, recovery and systems monitoring.
- Documents all new, changing and malfunctioning jobs related to the hardware and software in an on-line file.
- Monitors job output, using bureau documentation to ensure proper printing, correct breakdown and accurate delivery of stakeholder files.
- Coordinates and schedules work with vendor service providers.
- Maintain strict compliance of SOP
- Carries out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Technicians (AC) [Level 7]

1. Primary Reporting Authority: Sr. Technicians (Power and Facilities)

2. Staff who will report to him/her: None

3. Deliverables:

- Annual Activity and Resource Plan for himself
- Monthly/Quarterly/Annual Activity Report
- Presentations/Reports/Letters as asked by the superiors from time to time
- Service delivery as per functional responsibilities

4. Functional Responsibilities:

- Respond to requests for technical assistance in person, via phone, electronically
- Manage incidents and requests for a defined technology environment
- Carry out repair and routine maintenance duties on the ACs both at BdREN premise and different sites
- Coordinate efforts with BdREN's contracted AC vendors to ensure its AC systems are functioning perfectly
- Carry out maintenance checks on ventilation, and air conditioning systems; clean evaporator drain pans, coils, and filters; lubricate fan and motor bearings; repair and change motors, electrical wiring, belts, compressors, thermostats, fans, floating elements, and defrost timers
- Provide assistance to supervisor in planning new installation and modification sites, preparation of specification,
- Analyzes and recovers system when malfunction occurs.
- Monitors security procedures.
- Performs back-up, recovery and systems monitoring.
- Troubleshoots software and hardware on-line to maintain performance and system throughout.
- Monitors job output, using bureau documentation to ensure proper printing, correct breakdown and accurate delivery of stakeholder files.
- Monitors environmental equipment (air conditioning, humidity and temperature of computer equipment).
- Assists clients resolve problems with computer hardware and software
- Coordinates and schedules work with vendor service providers.
 - Carry out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

5. Code of Conduct:

- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the Contract clauses
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- From 9am-5pm 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over email

Job Description of BdREN officials

Job Title: Driver (Microbus/Car) [Level 7]

1. Primary Reporting Authority: Asstt. Manager, HR & Admin

2. Deliverables:

- Monthly Activity Report
- Service delivery as per functional responsibilities

3. Functional Responsibilities

- Drives office vehicles.
- Takes care of the day-to-day maintenance of assigned vehicles, check oil, water, battery and brakes etc.
- Maintains log of official trips, daily mileage, gas consumption, oil changes and greasing etc.
- Follows all rules and regulations in relation to the management of BdREN.
- Accomplishes routine works as specified by the designated official of BdREN.
- Performs other related duties as required.

4. Code of Conduct:

- Compliance to Contract Clauses
- Compliance to Service Rules
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

5. Working Hours:

- From 9am-5pm 5 days a week.
- 7 x 24 availability on emergency
- Changeable with respect to Office Order
- Overtime for extra hours

6. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over WhatsApp

Job Description of BdREN officials

Job Title: Office Support Staff [Level 8]

1. Primary Reporting Authority: Assistant, Manager, HR & Admin

2. Staff who will report to him/her: None

3. Deliverables:

- Service delivery as per functional responsibilities

4. Functional Responsibilities

- To perform miscellaneous duties as assigned by the superiors
- To work under the guidance of the office manager and provide support to BdREN officials.
- To be available and accessible throughout the day on emergency
- To maintain safety of the offices
- To carry out day-to-day activities assigned by the BdREN officials.
- To coordinate 4th class staffs and train them for delivering services efficiently.
- To carry out any other responsibilities which are to be given by the superior for the interest of the BdREN.

5. Code of Conduct:

- Compliance to Contract Clauses with BdREN
- Compliance to Service Rules and Regulations
- Compliance to all Office Orders issued from time to time provided it is not directly in conflict with the contract
- Compliance to all Policies already drafted or to be drafted

6. Working Hours:

- Usual office hours from 9.00 am to 5.00 pm, 5 days a week
- 7 x 24 availability on emergency
- Changeable through office order

7. Additional Requirement:

- **Travel:** Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- **Mobile:** Should be available 7 x 24 over voice and SMS
- **Internet:** Should be available 7 x 24 over WhatsApp

Schedule VII**Bangladesh Research and Education Network (BdREN)****Administrative Discretionary Power of the BdREN**

Sl. No.	Nature of Power	Board	CEO	Head of the Division	Remarks
1	2	3	4	5	6
1.	Recruitment and Appointment	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3.	Nil	Recruitment/Appointment will be made against posts sanctioned by the Board observing all formalities of the BdREN's Recruitment Rules as laid down in BdREN Service Rules-2022.
2.	Confirmation of Service	CEO & Down to two Tires below of the CEO by the Chairperson	All positions from grade 4 and down up to the positions of grade 7	Nil	---
3.	Grant of Annual Increment	CEO (Level-1 only) by the Chairperson	All posts other than those as specified in column 3.	Nil	If no adverse report or disciplinary action is pending.
4.	Acceptance of Resignation & Waiver of Notice Pay & Allowances.	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All office staff/ All posts other than those as specified in column 3.	Nil	Subject to observance of formalities as laid down in the BdREN Service Rules-2022.
5.	Promotion	Two Tires below of the CEO (Level 2 & 3)	All posts other than those as specified in column 3.	Nil	Promotion will be made against clear vacancies & requirement of the BdREN by observing all formalities of the

Sl. No.	Nature of Power	Board	CEO	Head of the Division	Remarks
1	2	3	4	5	6
					BdREN's Promotion rules as laid down BdREN Service Rules 2022.
6.	Termination of Service	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3.	Nil	---
7.	a) To call for explanation	CEO	All executive posts other than those as specified in column 3 & 5.	All office staff under direct administrative control (Level 6-7 &*)	---
8.	b) Award of Minor Punishment like Censure.	CEO	All positions other than those as specified in column 3 of this Schedule.	Nil	---
9.	Suspension pending enquiry	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3.	Nil	
10.	Framing of Charge Sheet and Appointment of Enquiry Officer	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3.	Nil	---
11.	Imposing of Penalties: (a)Withholding of Promotion or Increment for a specified period	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3 & 5.	All office staff under direct administrative control. (Level 6-8)	To be processed through Human Resource Department.

Sl. No.	Nature of Power	Board	CEO	Head of the Division	Remarks
1	2	3	4	5	6
	(b) Recovery from Pay for any loss caused to the BdREN by the employee.	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All executive posts other than those as specified in column 3 & 5.	All office staff under his direct administrative control. (Level 6-8)	To be processed through Human Resource Department.
	(c) Reduction to a lower post or bringing down to a lower stage in the scale of pay.	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department.
	(d) Removal from Service	Level 1, 2, 3, 4 & 5	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department.
	(e) Dismissal from Service	Level 1, 2, 3, 4 & 5	All posts other than those as specified in column 3 of this Schedule.	Nil	To be processed through Human Resource Department.
	(f) Compulsory Retirement	Level 1, 2, 3, 4 & 5	All posts other than those as specified in column 3 of this Schedule.	Nil	To be processed through Human Resource Department.
12.	Advance Increment	CEO & Down to Two Tires below of the CEO (Level 1, 2 & 3)	All posts other than those as specified in column 3. (with the approval of Board).	Nil	To be processed through Human Resource Department.
13.	Special Remuneration	CEO	All posts other than those as specified in column 3. (with the approval of the Board).	Nil	To be processed through Human Resource Department within approved budget
14.	(a) Training: Local	CEO by the Vice-Chairperson of the Board	All posts other than those as specified in column 3 of this Schedule.	Nil	To be processed through Human Resource Department.

Sl. No.	Nature of Power	Board	CEO	Head of the Division	Remarks
1	2	3	4	5	6
	(b) Foreign	CEO by the Chairperson of the Board	All positions from Level 2 to downward.	Nil	To be processed through Human Resource Department.
15.	Writing of Annual Confidential Report (ACR)/Performance Appraisal of the Employees	CEO (Level 1 only) by the Vice-Chairperson of the Board	Executive Officials of Level 2.	All posts other than those as specified in column 3 & 4.	---
16.	Counter Signing of Annual Confidential Report (ACR)/Performance Appraisal of the Employees.	CEO & Down to One Tire below of the CEO (Level 1 & 2 by Vice-Chairperson of the Board	All posts other than those as specified in column 3 & 5	All positions working under him other than those specified in column 3 & 4.	---
17.	Accelerated Promotion	Down to Two Tires below of the CEO (Level 2 & 3)	All posts other than those as specified in column 3 of this Schedule. (with the approval of the Board).	Nil	Promotion will be decided by a committee of /Executives as the case may be as per decision of the Board. Committee may be formed by the Board.
18.	Authorizing an employee to undertake tour for official purpose; Within the country	CEO by the Vice-Chairperson of the Board.	All positions other than those as specified in column 3	Nil	---
	Authorizing an employee to undertake tour for official purpose; Outside the country	CEO by Vice-Chairperson of the Board	All posts other than those as specified in column 3	Nil	To be processed through Human Resource Department.

Sl. No.	Nature of Power	Board	CEO	Head of the Division	Remarks
1	2	3	4	5	6
19.	Grant of Award/Reward	CEO	All positions other than those as specified in column 3.	Nil	
20.	Grant of Leave; (a) Casual Leave	CEO by the Vice-Chairman of the Board.	All posts other than those as specified in column 3 & 5, for above 3 days	All officials under their direct control up to 3 days	Station leaving permission only within the country will be allowed by the leave sanctioning authority. Such leave will not be considered in case of foreign tour.
	(b) Privilege Leave	CEO by the Chairperson of the Board.	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department. Sanctioning PL for visiting foreign countries for period whatsoever lies with the same.
	(c) Extra Ordinary Leave	CEO by the Chairperson of the Board.	All posts other than those as specified in column 3	Nil	To be processed through Human Resource Department. For availing outside the country, whatsoever the post, will be sanctioned by the CEO.
	(d) Quarantine Leave	CEO by the Vice-Chairperson of the Board.	All posts other than those as specified in column 3	Nil	To be processed through Human Resource Department.
	(e) Maternity Leave	CEO by the Vice-Chairperson of the Board.	All employees. Other than mentioned in column 3.	Nil	To be processed through Human Resource Department.
	(f) Recreation Leave	CEO by the Vice-	All posts other than those as	Nil	To be processed through Human

Sl. No.	Nature of Power	Board	CEO	Head of the Division	Remarks
1	2	3	4	5	6
		Chairperson of the Board.	specified in column 3.		Resource Department.
	(g) Study Leave	CEO by the Vice-Chairperson of the Board.	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department.
	(h) Earned Leave	CEO by the Vice-Chairperson of the Board.	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department.
	(i) Special disability Leave	CEO by the Vice-Chairperson of the Board.	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department.
	(j) Ex-Bangladesh Leave	CEO by the Vice-Chairperson of the Board.	All posts other than those as specified in column 3.	Nil	To be processed through Human Resource Department.
	(k) Sick Leave	CEO by the Vice-Chairperson of the Board.	All posts other than those as specified in column 3 & 5, for above 3 days	All officials under their direct control up to 3 (Three) days without Medical Certificate	To be processed through Human Resource Department.