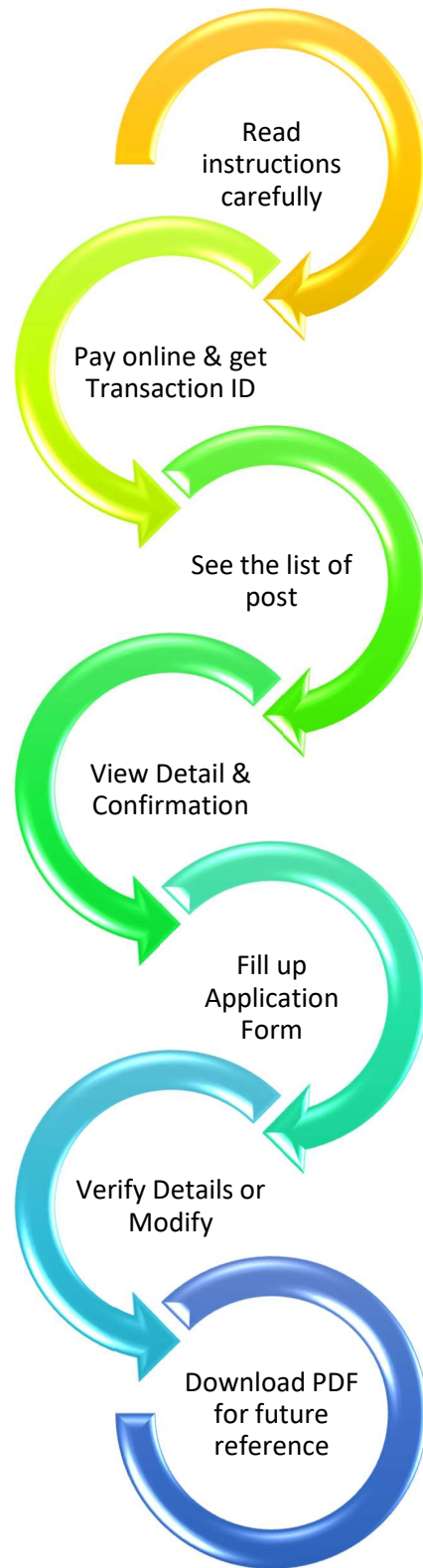


Document last updated: 14.07.2019

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- **Download PDF for Future reference and do not send by post**
- **Keep Payment Transaction ID and Unique Application ID for future reference.**

Process Flow



Open www.bifpcl.com (https) or <https://www.bifpcl.com/hrCareer.aspx>

Go to Careers: You will see the latest details for post available as shown in a sample below:

You are here: Home / Careers Quick Links

BIFPCL Recruitment App

[Instructions PDF](#) [Instructions Video\(English/Bengali\)](#)

CAREER OPPORTUNITY IN POWER SECTOR

Bangladesh-India Friendship Power Company (Pvt.) Limited (BIFPCL), a 50:50 Joint Venture Company of Bangladesh Power Development Board (BPDB), Bangladesh and NTPC Limited(NTPC), India is setting up state of the art 2x660 MW Maitree Super Thermal Power Project at Rampal in Bagerhat District of Bangladesh. To fuel its ambitious growth plan, BIFPCL is looking for promising, energetic and dedicated young candidates for immediate appointment on contract basis to the posts available on website and invites applications from only Bangladeshi nationals.

Compensation Package:

- Basic Salary, House Rent allowance, Medical Benefits, Bonus, CPF, Gratuity and other Fringe Benefits will be given as per the policy of BIFPCL
- Income Tax has to be paid by the employee.

Nature of the Service:

The service is purely contractual. The initial contract period of the service shall be for 03 (Three) years and is renewable for further period(s) subject to satisfactory performance

How to Apply:

1. Candidates need to **apply online** for the posts by visiting <https://www.bifpcl.com/hrCareer.aspx>. The Online application process will commence from **05.04.2019 (Friday)**. [Click here](#) to read instructions and help manual.
2. Candidates must visit our website <https://www.bifpcl.com/hrCareer.aspx>, select the job to apply, upload their photograph and fill out their details. After submitting the application, a **UNIQUE APPLICATION NUMBER** will be generated. Candidates need to download this filled application which will be in the pdf format, sign it and send it By Post/By Courier/By Hand; to the Chief Human Resources Officer, Bangladesh-India Friendship Power Company (Pvt.) Limited, Unique Heights Borak (Level-17), 117 Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1000 on or before the office hours of **30th April 2019** along with
 - o a detailed & signed CV
 - o attested copies of all educational and experience certificates
 - o attested copy of National ID Card
 - o attested copy of 03(three) copies of recent PP size photographs.
 - o Nationality Certificate (**In Original**) issued by the appropriate authority.
3. Applications once submitted cannot be corrected. In case of corrections/amendments, candidates will have to fill out another fresh application and follow the same process as explained above.
4. Candidates must submit a Pay Order/Bank Draft for **BDT. 1000/-** payable in favor of "**Bangladesh-India Friendship Power Company (Pvt.) Limited**" along with the aforesaid application.
5. Incomplete application will not be considered. Only short listed candidates will be contacted.
6. Candidate must mention the name of the applied post on the top of the envelope along with the **UNIQUE APPLICATION NUMBER**
7. BIFPCL reserves the right to accept or reject any or all applications without assigning any reason whatsoever

Other General Terms & Conditions:

1. These posts are open for Bangladeshi Nationals only. .
2. Must have strong Communication Skills in Bengali & English (written & oral) including Computer literacy
3. No third Division/Class at any stage of the academic career shall be acceptable.
4. Candidates passed in the grading system must possess at least a GPA 3.0 on a scale of 5.0 and a CGPA 2.5 on a scale of 4.0 except the posts of Assistant Manager/Junior Assistant Manager wherein candidates must possess at least a GPA 3.5 on a scale of 5.0 & CGPA 3.0 on a scale of 4.0.
5. All eligible qualifications should be from a recognized institution or university
6. Persons employed in Government/Semi-Government/Autonomous organization(s)/Govt. owned company(ies) should apply through proper channel.
7. Candidates passed from foreign university(ies)/Institute(s) should have equivalence certificate/result issued from a competent authority recognized by government.
8. An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected within a period of 02 months from the date of issue of offer letter.
9. No TA/DA shall be paid for appearing/participating in the recruitment process.
10. BIFPCL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises.
11. BIFPCL reserves the right to shortlist candidates for Written Test/ Interview. Applicants should note that mere fulfillment of minimum eligibility criteria may not ensure consideration for shortlisting for Written Test/Interview. BIFPCL will not entertain any correspondence on this subject and decision of BIFPCL will be final in all matters.
12. All computations of Age, Experience etc shall be as on last date of submission of application i.e. **30th April 2019**
13. In case of departmental candidates, age limit is relaxable
14. Age limit for sons/grand-sons or daughters/grand-daughters of freedom fighters/martyred freedom fighters shall be 32 years in place of 30 years (wherever applicable). These candidates have to submit attested copies of certificates issued to Freedom Fighters/ Martyred Freedom Fighters by the appropriate authority. Also, these candidates have to submit certificate (In Original) issued from the respective Union Parishad Chairman/ Ward Commissioner of City Corporation/ Pourashava Mayor/ Counselor mentioning their relationship with the Freedom Fighters/ Martyred Freedom Fighters.
15. Application, downloaded as per the instructions in the prescribed application format along with relevant enclosures are to be addressed to

Chief Human Resources Officer

BIFPCL, Unique Heights Borak (Level-17), 117 Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1000 Bangladesh

16. **Last date of receipt of online application is: 30th April 2019 (06:00 P.M BST)**

Sd/-

Chief Human Resources Officer

Human Resource Department

BIFPCL

[Click here to see Openings & Apply Online](#)

Read the instructions properly and click on see opening and apply online link at bottom.

View List of Post:

You will find a list of post like the samples given below. Select the appropriate one to go ahead by clicking on View & Apply.

Apply against the post

14 Openings found

!	Name of Post	Post ID	Age (Max years)	No of Post
View & Apply	Manager (Admin and Security)	13	45	1
View & Apply	Deputy Manager (HR/Admin)	14	40	3
View & Apply	Assistant Manager (HR/Admin)	16	30	4
View & Apply	Manager (Finance /Accounts / Audit / Taxation)	5	45	2
View & Apply	Deputy Manager(Finance /Accounts / Audit / Taxation)	7	40	1
View & Apply	Assistant Manager(Finance /Accounts / Audit / Taxation)	8	30	3
View & Apply	Junior Assistant Manager (Finance / Accounts/Audit)	12	30	1
View & Apply	Deputy Manager (Procurement/Contracts/C&M)	18	40	3
View & Apply	Assistant Manager (Procurement/Contracts/C&M)	20	30	4
View & Apply	Junior Assistant Manager (Procurement/Contracts/C&M)	22	30	1
View & Apply	Assistant Company Secretary (Equivalent to Assistant Manager)	4	30	1
View & Apply	Assistant Manager (ICT / MIS / Computer / Programming) / Assistant Programmer)	2	30	1

Job Detail & Confirmation:

You will see the detail of post being applied. In confirmation box check mark the list if it is ready. You should not move ahead if something is missing. You can apply after arranging the details. Checkout this sample:

Job Details:

Name of Post: Manager (Admin and Security)
Maximum age limit: 45 Years
No of Post: 1
Qualification: • At least Honors with Master Degree in any discipline from any recognized university. • No third division / class at any stage of the academic career shall be acceptable. • Candidates passed in the grading system must possess at least a GPA 3.0 on a scale of 5.0 & CGPA 2.5 on a scale of 4.0. • Must have strong communication skill in Bengali & English (written & oral) including Computer literacy.
Experience: • At least 08 years of working experience in relevant field, including 4 years as Deputy Manager (Security)/ equivalent position in large organizations • Prior experience in a Power Sector will be an advantage
Additional Qualification: • Must be able to demonstrate knowledge in Security Management and Corporate Governance. • Preference will be given to experienced defense/ Paramilitary/law & enforcement personnel.
Remuneration: Basic Salary: Tk. 91,000/- plus House rent allowance, other allowances and benefits as per rules / policy of BIFPCL

Confirmation

Please ensure you have following things ready before filling up the job application form.
Arrange if you don't have any of these Click on relevant check box:

- I have soft copy of my passport size photo in JPG format for attachment
- I have soft copy of my resume in PDF format for attachment
- I have access to my email account
- I have access to my mobile number
- I have NID and Nationality Certificate
- I have made demand draft as mentioned in [Job Detail](#) given in instruction page

CONFIRM & PROCEED FOR APPLICATION

Click on Confirm & Proceed for Application Button.

Fill up the Application Form:

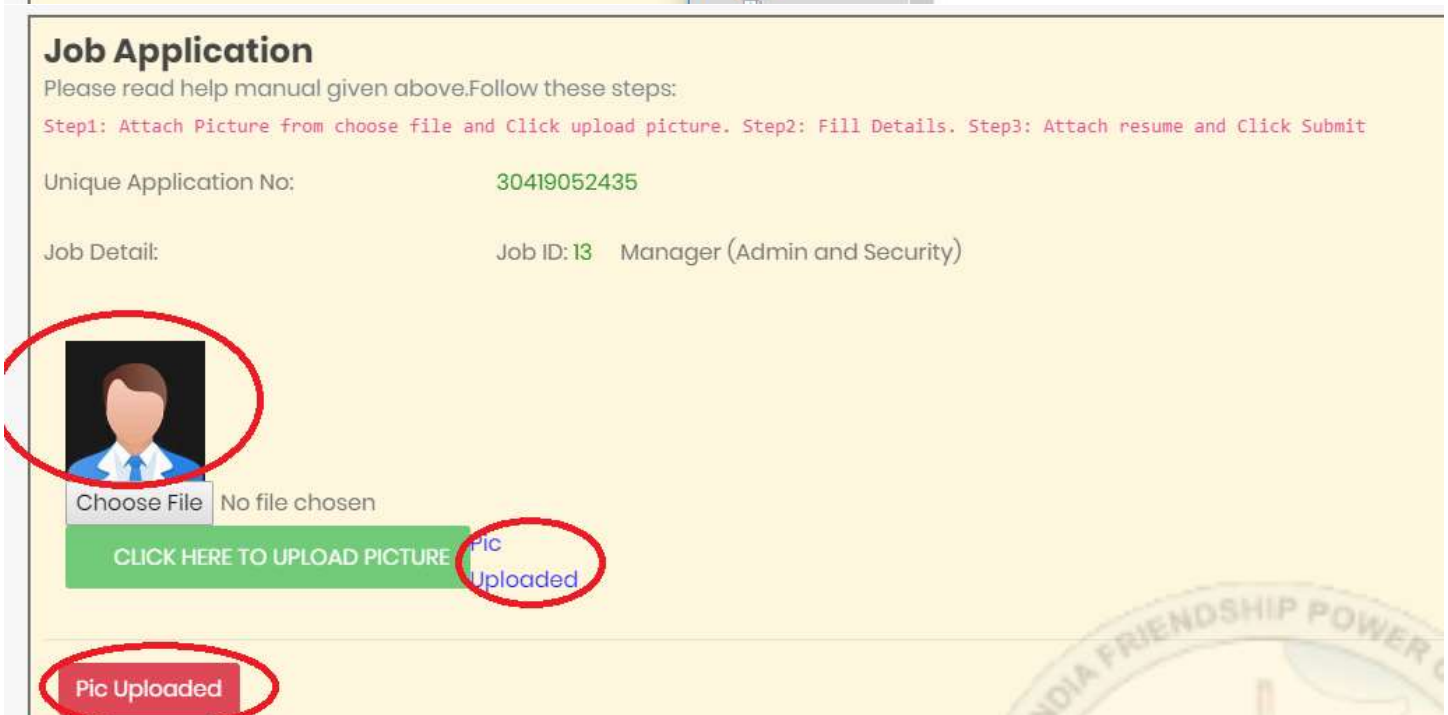
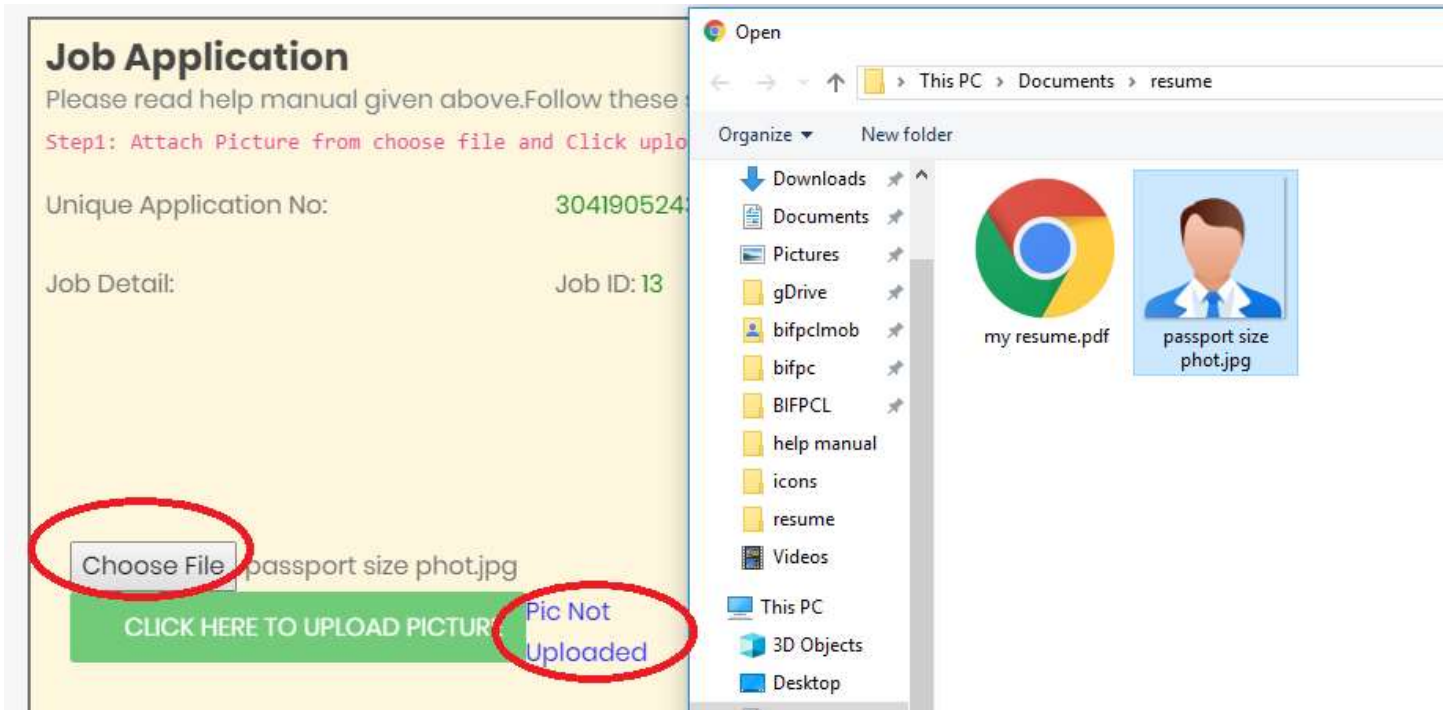
You have to complete this in 3 steps.

Step1: Attach Picture from choose file and Click upload picture, similarly attach signature.

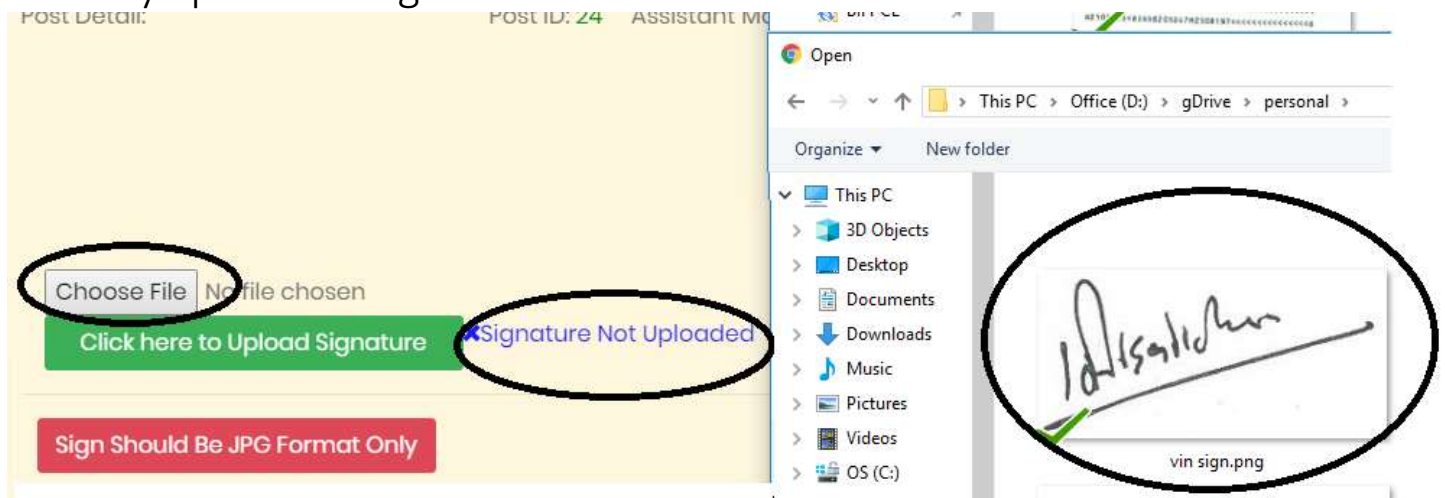
Step2: Fill Details.

Step3: Attach Qualifying Degree and Click Submit

Step1: Attach Picture from choose file and Click upload picture. Click on choose file and select your scanned passport size photo in jpeg format. Click on Upload picture (Green Button). Your picture shall be uploaded and it will be shown on screen. Status will be changed to "Pic uploaded".



Similarly upload the signature:



Step2: Fill up personal details. You have to fill up all your personal details mentioned in form.

Salutation:	<input type="text" value="Mr."/>
Name:	<input type="text" value="Nitish Dutta"/> <small>Firstname followed by middle & lastname</small>
Father's Name:	<input type="text" value="Rajesh Dutta"/> <small>Firstname followed by middle & lastname</small>
Gender:	<input type="text" value="Male"/>
Date of Birth:	<input type="text" value="07.02.1995"/>
Nationality:	<input type="text" value="Bangladeshi"/>
NID No:	<input type="text" value="2345678"/>
Communication Address:	<input type="text" value="F-13 My City Township <u>Kolar</u>"/>
District:	<input type="text" value="B.baria"/>
Postal Code:	<input type="text" value="4620"/>
Permanent Address:	<input type="text" value="Complete Address"/>
District:	<input type="text" value="B.baria"/>

You have to confirm your email again by retyping it

Email: Retype email

Qualifications: Educational qualification from higher to lower (Latest first). For HSC & SSC write down main subject. e.g. science, humanities & commerce. Mention year of passing from dropdown.

1.	<input type="text" value="Bachelor(3yr) or Equivalent"/>	<input type="text" value="BSC IT"/>	<input type="text" value="xyz institute"/>	<input type="text" value="Dhaka"/>	<input type="text" value="2019"/>	<input type="text" value="GPA/CGPA/Division"/>
2.	<input type="text" value="-"/>	<input type="text" value="Degree & Subject"/>	<input type="text" value="Institute"/>	<input type="text" value="University/Board"/>	<input type="text" value="2019"/>	<input type="text" value="GPA/CGPA/Division"/>
3.	<input type="text" value="-"/>	<input type="text" value="Degree & Subject"/>	<input type="text" value="Institute"/>	<input type="text" value="University/Board"/>	<input type="text" value="2019"/>	<input type="text" value="GPA/CGPA/Division"/>
4.	<input type="text" value="-"/>	<input type="text" value="Degree & Subject"/>	<input type="text" value="Institute"/>	<input type="text" value="University/Board"/>	<input type="text" value="2019"/>	<input type="text" value="GPA/CGPA/Division"/>
5.	<input type="text" value="-"/>	<input type="text" value="Degree & Subject"/>	<input type="text" value="Institute"/>	<input type="text" value="University/Board"/>	<input type="text" value="2019"/>	<input type="text" value="GPA/CGPA/Division"/>

Total Work Experience(As on 30.04.19): Yr Month Days

Current/Last Work Experience: Select from list and fill details. Additional work exp. can be submitted in resume.

From: To:

Are you currently employed or were employed by BIFPCL: No Yes

Are you a son/grand-son or daughter/grand-daughter of freedom fighter(s)/martyred freedom fighter(s): No Yes

Step3: Enter Online Payment Transaction ID. Your application may get rejected on providing wrong/invalid transaction ID

Step4: Attach Qualifying Degree. Click on choose file and attach the degree in pdf format. Click on Submit Application

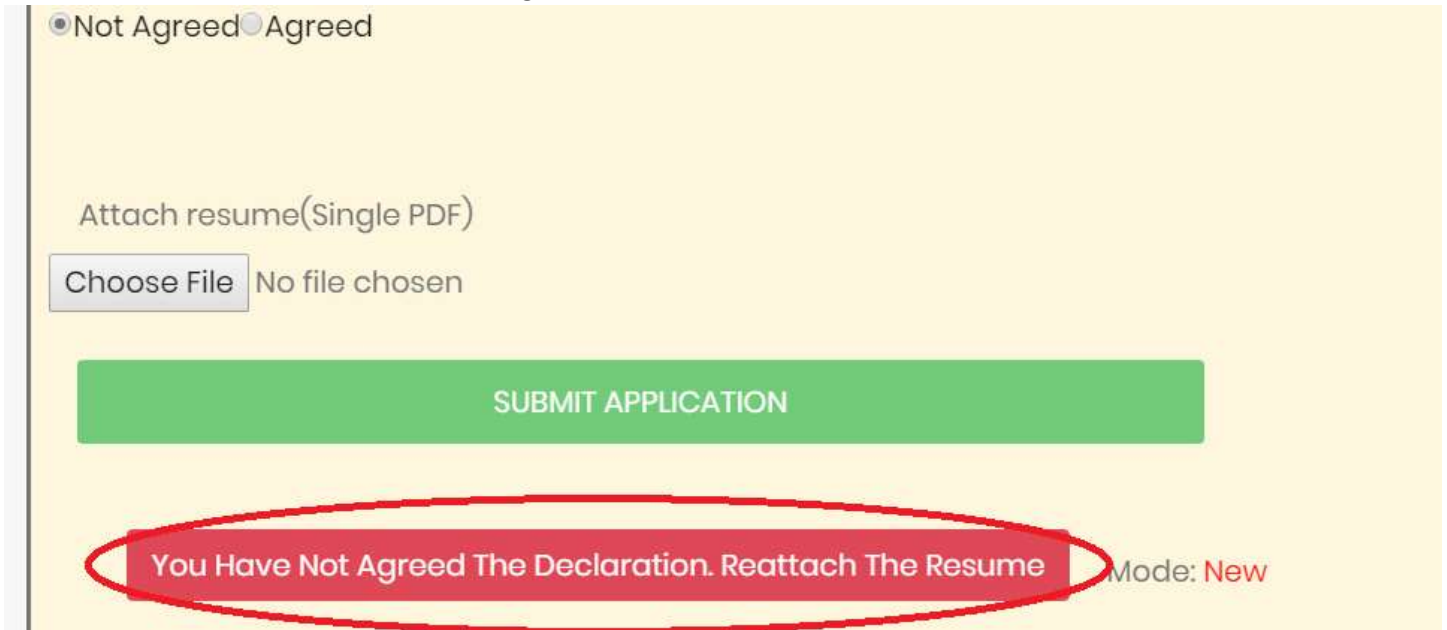
Pay Order/Bank Draft number

Undertaking/Declaration:
 I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria specified for the post, my candidature/ appointment is liable to be cancelled/terminated. I further undertake that i will join the post, if selected within a period of 2 months from the date of issue of offer letter.
 Not Agreed Agreed

Attach resume(Single PDF)
 No file chosen

Mode: New

If there is no error in form then your application will be submitted otherwise warning will be appear like this and you have to reattach the resume after correcting the error as shown:



The screenshot shows a form with a yellow background. At the top, there are two radio buttons: "Not Agreed" (selected) and "Agreed". Below this is the text "Attach resume(Single PDF)". Underneath is a "Choose File" button and the text "No file chosen". A large green button labeled "SUBMIT APPLICATION" is centered. At the bottom, a red error message is displayed: "You Have Not Agreed The Declaration. Reattach The Resume". To the right of this message, the text "Mode: New" is visible. The error message is circled in red.

Now you have to click on Agreed to correct the error and reattach the resume as mentioned in Step3 before submitting the application

Verify Details or Modify:

A verification screen shall come to cross check the details before final submitting the application. You can modify the application by clicking on Modify button.

Verify Details

Note: Write down your application Number for future correspondence. Take the Print and submit the documents with application fee.



Applicant Detail

Application No: 30419044013

Post Applied: Manager (Admin and Security)

Name: Mr. Nitish Dutta

Father: Rajesh Dutta

Gender: Male

Contact: Mobile-01678582882 Phone-4783234

Date Of Birth: 05.06.1990

NID No: 2345678

Communication Address: G5 Krishi Nagar My City Township Main Road Gopalganj Postal Code-4543

Permanent Address: G5 Krishi Nagar My City Township Main Road Gopalganj

Total Work Experience: 2 Year 10 Month 7 Day(s)

Current/Last Work Exp: Private Sector

Company: Acme Solar, Supervisor, From 23.11.2016 To 30.04.2019

Are You Currently Employed Or Were Employed By BIFPCL: No

Are You A Son/Grand-Son Or Daughter/Grand-Daughter Of Freedom Fighter(S)/Martyred Freedom Fighter(S): No

Pay Order/Bank Draft Number: 34567

Resume: [Attached: View](#)

Qualification1: Bachelor(3yr) or Equivalent / BSC IT/ xyz institute / Dhaka / 2016 / 3.7

Qualification2: Diploma / PGDM Science/ abc school / Education Borad / 2014 / First

Qualification3: H.S.C or Equivalent / Science/ northwest institute / Education Board / 2009 / 3.9

Qualification4: S.S.C or Equivalent / humanities/ northwest institute / Education Board / 2007 / 3.8

SUBMIT & DOWNLOAD PDF

GO BACK & MODIFY

Download PDF:


On submit PDF shall be generated. You can download the PDF using gree download button at bottom. Take the print.

BIFPCL Recruitment App

< [Instructions PDF](#) [Instructions Video\(English/Bengali\)](#)


Application Submitted

Note: Click on download pdf button to get the PDF for print.



Application Generated

Application No: 30419044013
Post Applied:Manager (Admin and Security)



Your application with Unique Application Number 30419044013 has been submitted succesfully.
Note down this number for future correspondence

[DOWNLOAD PDF](#)

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application304190...pdf

Print PDF:

Select ID and click on Print. The format shown below is just for sample. You can keep this PDF for future correspondence and to download admit card. **Always keep your Payment Transaction ID & Unique Application ID for future reference. Do not send printed application form by Post.**



Bangladesh-India Friendship Power Company (Pvt) Ltd.

(A Joint Venture Company of BPDB & NTPC Ltd.)

Ref: BIFPCL/HR/Job/Application: 30419044013 Date: 03.04.2019

Application Form

Unique Application ID: 30419044013

Post Applied: Manager(Admin and Security), Post ID 13

Mr. Nitish Dutta

Email: myemail@test.com

Contact: Mobile-01678582882 Phone-4783234



Father's Name:	Rajesh Dutta
Gender:	Male
Date of Birth	05.06.1990
NID No:	2345678

Communication Address:	G5 Krishi Nagar My City Township Main Road Gopalganj Postal Code-4543
Permanent Address:	G5 Krishi Nagar My City Township Main Road Gopalganj

Total Work Experience:	2 Year 10 Month 7 Day(s)
Current/Last Work Exp:	Private Sector
Company:	Acme Solar, Supervisor, From 23.11.2016 To 30.04.2019

Qualification 1:	Bachelor(3yr) or Equivalent / BSC IT/ xyz institute / Dhaka / 2016 / 3.7
Qualification 2:	Diploma / PGDM Science/ abc school / Education Borad / 2014 / First
Qualification 3:	H.S.C or Equivalent / Science/ northwest institute / Education Board / 2009 / 3.9
Qualification 4:	S.S.C or Equivalent / humanities/ northwest institute / Education Board / 2007 / 3.8

Are you currently employed Or were employed by BIFPCL: No	
Are you a son/grand-son or daughter/grand-daughter of freedom fighter(s)/martyred freedom fighter(s): No	
Pay Order/Bank Draft Number:	34567
Resume:	BIFPCL30419044013.pdf
Declaration: I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria specified for the post, my candidature/ appointment is liable to be cancelled/terminated. I declare that I will join the post, if selected within a period of 2 months from the date of issue of offer letter.	

Signature of Candidate

(Mr. Nitish Dutta)

Note: System Generated Application. No cutting/overwriting is allowed.



Bangladesh-India Friendship Power Company (Pvt) Ltd.

(A Joint Venture Company of BPDB & NTPC Ltd.)

Unique Application ID: 30419044013

Post Applied: Manager(Admin and Security), Post ID 13

Checklist (Points to remember)

Last date of receipt of online application is: 30th April 2019 (06:00 P.M BST)

Following needs to be taken care of and are to be submitted alongwith the filled application form

Description	Tick Mark	
1. I have signed the application form:	Yes	No
2. I have mentioned at the top of the envelope the name of the applied post alongwith the unique identification number:	Yes	No
3. The application is addressed to to the Chief Human Resources Officer, Bangladesh-India Friendship Power Company (Pvt.) Limited, Unique Heights Borak (Level-17), 117 Kazi Nazrul Islam Avenue, Eskaton Garden, Dhaka-1000:	Yes	No
4. Attested copy of National ID Card	Yes	No
5. Attested copies of all educational certificates (starting from SSC or equivalent):	Yes	No
6. Attested copies of all experience certificates:	Yes	No
7. Nationality certificate in original:	Yes	No
8. 03(three) copies of recent PP size photographs:	Yes	No
9. Pay Order/Bank Draft for BDT. 1000/- payable in favor of 'Bangladesh-India Friendship Power Company (Pvt.) Limited':	Yes	No
10. Detailed & Signed CV/Resume:	Yes	No
11. If availing age relaxation- (a) attested copies of certificates issued to Freedom Fighters/ Martyred Freedom Fighters by the appropriate authority. (b) certificate (in Original) issued from the respective Union Parishad Chairman/ Ward Commissioner of City Corporation/ Pourashava Mayor/ Counselor mentioning their relationship with the Freedom Fighters/ Martyred Freedom Fighters.	Yes	No
12. If passed from foreign university(ies)/Institute(s) - attested copies of equivalence certificate/result issued from a competent authority recognized by government.	Yes	No

Mr. Nitish Dutta

Note: Candidate may keep this page for future reference/communication.

For any technical assistance drop a mail to hrhelp@bifpcl.com