



# *Job Specification Manual*

Issue 03, Date: 21 June 2021  
Revision 0

## FOREWORD

This Organization and Method (O&M) Manual Volume-III on “Job Specification” outlines the requirement of academic and other qualifications & criteria for all types of recruitment for Biman Bangladesh Airlines Ltd. It also delineates the pre-conditions & experiences for all levels of promotions within our organization. We are committed to following this manual meticulously and uniformly throughout the organization. The credibility of this manual certainly depends on how religiously we follow its prescribed conditions, procedures & processes. However, this is a living document and would be reviewed by competent authority as and when required.



Dr. Abu Saleh Mostafa Kamal  
Managing Director & CEO

## PREFACE

The objective of effective job specification is to match individual characteristics and attributes (knowledge, experience, management skill and so on) with the requirement of the job one is chosen for. These characteristics and capabilities of the individuals (employees) would enable the Company to determine whether they are appropriate for the job or not. According to the business activities of Biman, the Company has determined a common standard in view of the requirement of each job through introduction of this O&M Manual Volume III on “Job Specification”.


This manual is a living document and there is always room for continuous improvement of this manual. Any suggestions and/or comments from any part of the organization will be welcomed and highly appreciated.



Ziauddin Ahmed  
Director Administration & HR

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### DISTRIBUTION LIST

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<b>Hardcopy (Paper Copy)</b>		
01	Master Copy- O&M and PM Department	OMS01
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03	Director Administration & HR	OMS03
04	Director Customer Services	OMS04
05	Director Procurement & Logistic Support	OMS05
06	Director Corporate Planning & Training	OMS06
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09	Director Marketing & Sales	OMS09
10	Director Finance	OMS10
11	General Manager (CSQ)	OMS11
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33	General Manager, Cost & Budget	Electronic copy
34	Controller of Accounts	Electronic copy
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37	Deputy General Manager, Human Resources	Electronic copy
38	Deputy General Manager, IT	Electronic copy
39	Deputy General Manager, AOC & Regulatory Affairs	Electronic copy
40	Manager Flight Safety	Electronic copy
41	Manager Personnel	Electronic copy
42	Manager O&M	Electronic copy
43	Manager Employment	Electronic copy

Note: A copy of the manual will be uploaded in Biman online documentation system so that Biman employees can have access to the manual within Biman Network

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**ABBREVIATIONS**  
 (used in this manual)


A/C	Aircraft
ACP	Aircraft Performance
AM	Assistant Manager
AOC	Air Operator Certificate
BATC	Bangladesh Airlines Training Centre
BFCC	Biman Flight Catering Centre
BPC	Biman Poultry Complex
CC	Central Control
CE	Chief Engineer
CM	Country Manager
CS	Customer Service
CSQ	Corporate Safety & Quality
DA	Director Administration
DCE	Deputy Chief Engineer
DGM	Deputy General Manager
DM	Deputy Manager
DM	District Manager
DMD	Deputy Managing Director
DSO	District Sales Office
EM	Electro-Mechanical
EO	Engineer Officer
FO	First Officer
FODCC	Flight Operation Documentation Control Cell
GM	General Manager
GSE	Ground Support Equipment
HR	Human Resource
HSIA	Hazrat Shah Jalal International Airport
IT	Information Technology
JIO	Junior Inspection Officer
JT	Junior Technician
JTO	Junior Technical Officer
LEP	List of Effective Page
MD&CEO	Managing Director & Chief Executive Officer
MM	Material Management
M&S	Marketing & Sales
O&M and PM	Organization & Method and Performance Management
PE	Principal Engineer
PG	Pay Group
PR	Public Relation
P&LS	Procurement and Logistic Support
P&W	Project and Works
QA	Quality Assurance
QC	Quality Control
RM	Regional Manager
SM	Station Manager
SMS	Safety Management Systems
ST	Station Traffic

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## DEFINITIONS

When the following terms are used in the manual, they have the meanings indicated below.

- Managing Director and Chief Executive Officer (MD & CEO) - the Accountable Manager/Executive of all company affairs.
- Deputy Managing Director (DMD) – Deputy to the MD & CEO.
- Executive Director (Director) – the head of a Directorate.
- Chief Financial Officer (CFO) – the head of Directorate of Finance.
- General Manager (GM) – the head of a Division.
- Deputy General Manager (DGM) – the head of a Department.
- Manager (Mgr.) – the head of a Section.
- Country Manager (CM) – the country head on behalf of Biman (for foreign station).
- Regional Manager (RM) - the regional head on behalf of Biman (for foreign station).
- District Manager (DM) – the District head on behalf of Biman (for domestic station).
- Station Manager (SM) – the head of a station’s affairs/ground operations (outside Dhaka).
- Set-up or Setup – Approved Organogram of Biman.

 <b>Biman</b> BANGLADESH AIRLINES	<b>JOB SPECIFICATION MANUAL</b> <b>CHAPTER 1</b> <b>INTRODUCTION</b>	<b>Issue: 03</b> <b>Date: 21 June 2021</b>
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## CHAPTER 01

### INTRODUCTION

#### 1.0 Purpose

1.0.1 The purpose of this manual is to present the job Specification of all the officers and staff of Biman Bangladesh Airlines Limited except the nominated post holders. The job Specification of the nominated post holders, which is endorsed by Civil Aviation Authority, Bangladesh (CAAB), is available in relevant operation manual. All the job Specification are divided according to directorates in the following chapters.

#### 1.1 Authority for the Manual

1.1.1 The job Specification of all the officers and staff of Biman Bangladesh Airlines Limited are subsequent amendment/changes to the job Specification is under the full authority of the Biman Board of Directors. However, the MD & CEO can approve changes/amendment to the job Specification as per his/her Administrative Authority.

1.1.2 Based on certification by the Director Administration that the job Specification or changes/amendment to the job Specification presented in the manual is in line with approved job Specification, the MD & CEO approves the manual.

#### 1.2 Manual Responsibility

1.2.1 The Head of Organization & Method and PM Department is responsible for revision/ upgrade/ update/ approval, distribution and retention of the manual. The manual has to be revised when needed.

#### 1.3 Manual Structure

1.3.1 The Job Specification Manual is organized including following 11 chapters:


**Chapter 01: Introduction**

**Chapter 02: Common Policy**

**Chapter 03: Directorate of Managing Director & CEO**

**Chapter 04: Directorate of Administration & HR**

**Chapter 05: Directorate of Marketing & Sales**

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**Chapter 06: Directorate of Customer Service**

**Chapter 07: Directorate of Finance**

**Chapter 08: Directorate of Engineering & Material Management**

**Chapter 09: Directorate of Procurement & Logistic Support**

**Chapter 10: Directorate of Flight Operations**

**Chapter 11: Directorate of Corporate Planning & Training**

## **1.4 Manual Control**

- 1.4.1 The control of the manual is in accordance with Biman Documentation Management and Control policy and procedures as stated in Chapter 10 of SMS manual.

 <b>Biman</b> BANGLADESH AIRLINES	<b>JOB SPECIFICATION MANUAL          CHAPTER 2          COMMON POLICY</b>	<b>Issue: 03</b> <b>Date: 21 June 2021</b>
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## CHAPTER 2

### COMMON POLICY ON RECRUITMENT

- 2.1. In Pay Group-VI, Asst. Manager/Training Executive-for non-technical/non-engineering posts.
- i) Graduation in any discipline.
  - ii) Result: SSC or equivalent minimum GPA 4.5 out of 5.0, HSC or equivalent minimum 4.5 out of 5.0, Minimum CGPA: Graduation 3.0 out of 4, Minimum CGPA: Masters 3.0 out of 4 (For whom those have completed 03 years graduation).
  - iii) For ‘O’ level: Average ‘B’ in best five subjects. For ‘A’ level: Average ‘B’ in best two subjects.
  - iv) Computer literacy & English proficiency should be the common requirement of officers of all categories.
  - v) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.
  - vi) No GED degree is acceptable.
- 2.1.1. In Pay Group-VI, Asst. Manager/Training Executive-for technical/engineering posts.
- i) B.Sc. Engineering (4 years’ duration).
  - ii) Result: SSC GPA 4.5 out of 5.0, HSC 4.5 out of 5.0, Minimum CGPA: B.Sc. Engineering 3.0 out of 4
  - iii) For ‘O’ level: Average ‘B’ in best five subjects. For ‘A’ level: Average ‘B’ in best two subjects.
  - iv) Computer literacy & English proficiency should be the common requirement of officers of all categories.
  - v) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.
  - vi) No GED degree is acceptable.

**2.1.2 In Pay Group-IV & V (General):**

- i) Graduate in any discipline.
- ii) Result: Minimum GPA: 3.0 out of GPA 5.0 (SSC or equivalent), Minimum GPA 3.0 out of GPA 5.0, (HSC or equivalent), Minimum CGPA: 3.0 out of 4 in Graduation.
- iii) For 'O' level: Average 'D' in best five subjects. For 'A' level: Average 'D' in best two subjects.
- iv) Must have knowledge in computer.
- v) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC.
- vi) No GED degree is acceptable.

**2.1.3 In Pay Group-3 (II) (General):**

- i) Graduate in any discipline.
- ii) Result: Minimum GPA: 3.0 out of GPA 5.0 (SSC or equivalent), Minimum GPA 3.0 out of GPA 5.0 (HSC or equivalent), Minimum CGPA: 2.8 out of 4 in Graduation.
- iii) For 'O' level: Average 'D' in best five subjects. For 'A' level: Average 'D' in best two subjects.
- iv) Should have knowledge on computer.
- v) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.
- vi) No GED degree is acceptable.

**2.1.4 For Diploma degree: Minimum CGPA 3.6 out of 4.0**




**CHAPTER 3  
 MD & CEO**
**3.1 MD & CEO**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	MD & CEO	45-60 years	Direct Recruitment/ Deputation/ Promotion	a) Minimum 15 years' experience in commercial airlines, including 3 years in Director or DMD position. b) <b>Knowledge on Labour Law.</b> c) Ability to deal and negotiate with other airlines, airline service providers, financial institution, aircraft owners/lessors, regulators etc.  <b>Or</b> As per Decision of Biman Board of Directors.	--

 <b>Biman</b> BANGLADESH AIRLINES	<b>JOB SPECIFICATION MANUAL</b> <b>CHAPTER 3</b> <b>DIRECTORATE OF MD &amp; CEO</b>	<b>Issue: 03</b> <b>Date: 21 June 2021</b>
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### 3.2 Deputy Managing Director

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	<b>DMD</b>	45-60 years	Direct Recruitment/ Deputation/ Promotion	a) Minimum 12 Years' experience in commercial airlines, including 03 years in Senior Managerial (General Manager/equivalent position or above) position and 03 years in operational areas of airlines. b) Knowledge on Labour Law. c) Ability to deal and negotiate with other airlines, airline service providers, financial institutions, aircraft owners/lessors, regulators etc.  <b>Or</b> As per Decision of Biman Board of Directors.	--

 <b>Biman</b> BANGLADESH AIRLINES	<b>JOB SPECIFICATION MANUAL</b> <b>CHAPTER 3</b> <b>DIRECTORATE OF MD &amp; CEO</b>	<b>Issue: 03</b> <b>Date: 21 June 2021</b>
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### 3.3 Directors

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Director Administration PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) Master degree in any discipline. b) At least 3 years' experience at Sr. Management level with 10 years' experience in H.R & Admin related field in any reputed Commercial Organization/airline. c) Knowledge of labour law. d) Well conversant in Business Strategy. e) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years experience as General Manager or Equivalent position under combined seniority list. b) Minimum 12 yrs job completed in Biman.
2.	Director Marketing & Sales PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) Master degree in any discipline. b) At least 3 years' experience at Sr. Management level with 10 years' experience in Marketing & Sales related field in any reputed Commercial Organization/airline. c) Well conversant in Business Strategy. d) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years experience as General Manager or Equivalent position under combined seniority list. b) Minimum 12 yrs job completed in Biman.
3.	Director Customer Services PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) Master degree in any discipline. b) At least 3 years' experience at Sr. Management level with 10 years' experience in Customer Services related field in any reputed Commercial Organization/airline. c) Well conversant in Business Strategy. d) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years experience as General Manager or Equivalent position under combined seniority list. b) Minimum 12 yrs job completed in Biman.
4.	Director Planning PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) Master degree in any discipline. b) At least 3 years' experience at Sr. Management level and 10 years' experience in Planning related field in any reputed Commercial Organization/airline. c) Well conversant in Business Strategy. d) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years' experience as General Manager or Equivalent position under combined seniority list. b) Minimum 12 yrs job completed in Biman.

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
5.	Chief Financial Officer /Director Finance PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) FCA. b) At least 3 years' experience at Sr. Management level and 10 years' experience in Finance related field in any any reputed Commercial Organization/airline. c) Well conversant in Business Strategy. d) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years' experience as General Manager Finance & Accounts or General Manager Revenue & FMIS. b) CA (Inter.) / CMA (Inter.) / MBA (Major in Finance/ Accounting) c) Minimum 12 yrs job completed in Biman Finance division.
6.	Director Engineering & Material Management PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) B.Sc in Engineering. b) At least 10 years' practical experience in Executive position of Aircraft Maintenance Organization. Sound knowledge on engineering and maintenance methodology, strong understanding of aircraft engineering and maintenance system/management and knowledge of international aviation and safety regulations are essential. c) Well conversant in Business Strategy. d) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years' experience as Chief Engineer. b) Minimum 12 yrs job completed in Biman.
7.	Director Procurement & Logistic Support PG-Spl.	Max 55 yrs May be relaxed up-to 2 years in case of exceptionally qualified candidate	Direct Recruitment/ Deputation/ Promotion	a) Master degree in any discipline. b) At least 3 years' experience at Sr. Management level and 10 years' experience in Procurement & Logistic Support related field in any reputed Commercial Organization/airline. c) Well conversant in Business Strategy. d) Knowledge of related software will be preferred.  <b>Or</b> As per Decision of Biman Board of Directors.	a) Minimum 3 years' experience as General Manager or Equivalent position under combined seniority list. b) Minimum 12 yrs job completed in Biman.
8.	Director Flight Operations PG-Spl.	a) Position will be filled up from one of the existing interested cockpit crews (Commander of Wide Body A/C). Selection will be on the basis of seniority, competency and experience. Candidates must have minimum 2 <sup>nd</sup> division/class or equivalent in all educational degrees. b) Minimum 12 yrs service in Biman along-with 3 yrs service as Commander in any wide body aircraft. c) Detailed criteria are described in Admin. Order-11/96.			

**N.B.: The vacant post of MD & CEO or Directors**

The position may be filled up by promotion or by direct recruitment. A proposal should be placed before the Biman Board of Directors for final approval. After getting approval of the Board it will be effective.


### 3.4 Company Secretariat

	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Company Secretary	Max. 45 yr	Direct recruitment	<p><b>Qualification:</b> FCA/ACS/FCMA/MBA (Major in Finance, Accounting or Aerospace from a reputed Institute).</p> <p><b>Work Experience:</b>            10 yrs experience as Company Secretary in any company or as executive in any airlines (may be relaxed in case of suitable candidates) with hands-on experience complying with all corporate statutory requirements, co-ordination with the Registrar of Joint Stock Companies &amp; Firms, Chambers, Securities &amp; Exchange Commission, Stock Exchanges, BOI and Banks.</p> <p><b>Job profile:</b>            The incumbent will be required to operate in the following areas            - Legal, secretarial and corporate governance            - Statutory Accounts            - Taxation Services            - Corporate Restructuring            - Capital Market &amp; Investor Relations</p> <p><b>Candidate Profile:</b>            The candidate will be hands-on-result oriented achiever, good in planning, organizing and managing the function to fulfill the job. Experience in aviation law will be preferred as extra qualification.</p>	--
2.	Manager Corporate Affairs PG-VIII	--	By transfer from Manager Admin	--	--
3.	Dy Manager PG-VII	--	Transfer from DM Admin	--	a) 3 yrs experience as AM Admin. in PG-VI
4.	Asst. Mgr. PG-VI	--	Recruitment as AM Admin/ Promotion	a) Graduate in any discipline. b) Result as per common policy	a) 3 yrs experience as Jr. Admin. Officer in PG-V b) Jr. Management course completion from BATC

### 3.5 Internal Audit

	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM Internal Audit, PG-X	--	Promotion	--	5 yrs. experience as DGM Finance/ Internal Audit PG-IX with Graduation or 2 yrs. 6 months experience as DGM Finance/Internal Audit PG-IX with CA/ICMA/MBA from public university Finance/Accounts)/ Aerospace MBA, France <u>(This is not applicable for EMBA).</u>
2.	DGM Internal Audit PG-IX	Max. 50 yrs	Promotion or by Direct recruitment	a) CA / CMA/MBA (Major in Finance), No 3 <sup>rd</sup> division/class or equivalent result is acceptable. b) 07 years` experience in auditing with proven knowledge and experience of 05 years in managing risk-based audit. c) Experience in development of audit strategies and plans and in leading supervising risk-based audit. e) Candidate(s) having work experience in any airlines/multinational corporate house/company of repute will get preference.	5 yrs. experience as Manager Finance/ Internal Audit PG-VIII with Graduation or 2 yrs. 6 months experience as Manager Finance/Internal Audit PG-VIII with CA/ICMA/MBA(Finance/Accounts)/Aerospace MBA <u>(This is not applicable for EMBA).</u>
3.	Manager Internal Audit PG VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Internal Audit b) Sr. Management course completion from BATC
4.	Dy. Manager Internal Audit PG-VII	--	Promotion	--	3 yrs experience as AM Internal Audit
5.	Asst. Mgr. Internal Audit PG-VI	Max. 35 yrs *	Promotion or by Direct Recruitment	a) Graduate in Accounts/Finance/Banking/ Insurance with CGPA 3.3. or CA (Inter.) with CGPA 3.0 in Graduation in any discipline b) Result as per common policy.	a) 3 yrs. experience as Jr. Audit Officer b) Jr. Management course completion from BATC c) Have computer literacy and declaration of computer knowledge.
* With CA(Inter), the age limit of candidate should be 3 yrs. higher with one step higher position					

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
6.	Jr. Audit Officer PG-V	--	Promotion	--	3 yrs experience as Audit Supervisor
7.	Audit Supervisor PG-IV	Max. 30 yrs	Direct Recruitment	i) Graduate in Commerce/Business Studies/ Business Administration. ii) Result: Minimum GPA : SSC or equivalent minimum GPA 3.0 out of 5.0, HSC 3.0 out of 5.0, Minimum CGPA : Graduation 3.0 out of 4. iii) For 'O' level: Average 'C' in best five subjects. For 'A' level: Average 'C' in best two subjects. iv) Should have knowledge on computer. v) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. vi) No GED degree is acceptable.	3 yrs. experience as Audit Asst.
8.	Audit Asstt. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in Commerce. Result as per common policy.	--

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### 3.6 Corporate Safety & Quality (CSQ)

Sl. No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM CSQ PG-X	--	Promotion	--	a) 2 years 6 months experience as DGM CSQ. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
2.	DGM CSQ PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager in CSQ division. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
3.	Manager Quality Assurance, Internal Quality PG-VIII	--	Promotion	--	a) 3 years' experience as Dy. Manager positions at CSQ division. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
4.	Dy. Manager Quality Assurance, Internal Quality PG-VII	--	Promotion	--	a) 3 years' experience as Asst. Manager positions at CSQ division. b) Sr. Management course completion from BATC. c) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
5.	Asst. Manager Quality Assurance Internal Quality PG-VI	Max. 35 yrs	Direct Recruitment	a) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university. b) Result as per common policy.	--
6	Manager Quality Assurance, External Quality PG-VIII		Promotion	--	a) 3 years' experience as Dy. Manager positions at CSQ division. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering OR MSc. in science background from any recognized university.



7	Dy. Manager Quality Assurance, External Quality PG-VII		Promotion	--	a) 3 years' experience as Asst. Manager positions at CSQ division. b) Sr. Management course completion from BATC. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering OR MSc. in science background from any recognized university.
8	Asst. Manager Quality Assurance, External Quality PG-VI		Direct Recruitment	a) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering OR MSc. in science background from any recognized university. b) Result as per common policy.	--
9	Manager Corporate Safety PG-VIII	--	Promotion	--	a) 3 years' experience as Dy. Manager positions at CSQ division. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
10	Dy. Manager Corporate Safety PG-VII	--	Promotion	--	a) 3 years' experience as Asst. Manager positions at CSQ division. b) Sr. Management course completion from BATC. c) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
11	Asst. Manager Corporate Safety PG-VI	Max. 35 yrs	Direct Recruitment	a) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university. b) Result as per common policy.	--
12	Manager Flight Data Monitoring PG-VIII	--	Promotion	--	a) 3 years' experience as Dy. Manager positions at CSQ division. b) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.

13	Dy. Manager Flight Data Monitoring PG-VII	--	Promotion	--	a) 3 years' experience as Asst. Manager positions at CSQ division. b) Sr. Management course completion from BATC. c) Minimum BSc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university.
14	Asst. Manager Flight Data Monitoring PG-VI	Max. 35 yrs	Direct Recruitment	a) Minimum B.Sc. in Aeronautical/Mechanical/Electrical/Electronics/Aerospace Engineering from any recognized university. b) Result as per common policy.	--

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### 3.7 Flight Safety

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	DGM Flight Safety PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager Flight Safety. b) Post Graduation
2	Manager Flight Safety PG-VIII	Max. 30 yrs	Promotion/ Direct Recruit	Graduate Degree in Electrical/Mechanical/ Aeronautical Engineering Result as per common policy. Should have: a) Safety Management Course b) Operational Risk Management Course c) Dangerous Goods Regulation Training d) SEEP Course	a) 3 years' experience as Dy. Manager Flight Safety. b) Sr. Management course completion from BATC.
3	Dy. Manager Flight Safety PG-VII	--	Promotion	--	a) 3 years' experience as Asst. Manager Flight Safety. b) Sr. Management course completion from BATC.
4	Assistant Manager Flight Safety PG-VI	Max. 30 yrs	Direct Recruitment	a) B.Sc. Engineering in Mechanical/Electrical Engineering or B.Sc. Engineering (4 years duration) or Graduate in Science b) Result as per common policy.	--
5	Assistant Manager Flight Risk Analysis PG-VI	Max. 30 yrs	Direct Recruitment	a) B.Sc. Engineering in Mechanical/Electrical Engineering or B.Sc. Engineering (4 years duration) or Graduate in Science b) Result as per common policy.	--
6	Assistant Manager Investigation & Documentation, PG-VI	Max. 30 yrs	Direct Recruitment	a) B.Sc. Engineering in Mechanical/Electrical Engineering or B.Sc. Engineering (4 years duration) or Graduate in Science b) Result as per common policy	--
7	Assistant Manager Emergency Response Plan (ERP) PG-VI	Max. 30 yrs	Direct Recruitment	B.Sc. Engineering in Mechanical/Electrical Engineering or B.Sc. Engineering (4 years duration) or Graduate in Science Result as per common policy	--
8	Assistant Manager Fire Safety, PG-VI	Max. 30 yrs	Direct Recruitment	Graduate in any discipline (preferably in Science) Result as per common policy	
9	Jr. Officer Fire Safety PG-V	--	Promotion	--	3 years' experience as Fire Safety Supervisor
10	Fire Safety Supervisor, PG-IV	--	Promotion	--	3 years' experience as Fire Safety Asst.
11	Fire Safety Assistant, PG-3(II)	--	Promotion	--	3 years' experience as Jr. Flight Safety Asst.
12	Jr. Fire Safety Assistant, PG-3(I)	Max. 30 yrs	Direct Recruitment	Graduate in any discipline (preferably in Science) Result as per common policy	--
13	Fire Helper	Max. 30 yrs	Direct Recruitment	S.S.C (preferably in Science) Result as per common policy	--

### 3.8 Security

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	General Manager Security PG-X	--	Promotion/Deputation	--	a) 2 years 6 months experience as DGM under combined seniority list b) Post Graduation
2.	Dy. General Manager Security	40-50 years	Direct Recruitment/Promotion	a) Minimum Post Graduate in any discipline. Result as per common policy. b) Experience in Armed Forces with the rank of Lt.Colonel/Major or equivalent. The person having experience in security services like RAB/DGF/Army Security Unit/SSF will be given preference.	a) 2 years 6 months experience as Manager Security b) Sr. Management course completion from BATC
2.	Manager Security PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Security b) Sr. Management course completion from BATC
3.	Dy. Manager Security PG-VII	--	Promotion	--	3 yrs experience as Asst. Manager Security
4.	Asst. Mgr. Security PG-VI	Max. 35 yrs	Promotion or by Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	a) 3 yrs experience as Jr. Security Officer b) Jr. Management course completion from BATC
5.	Jr. Security Officer PG-V	--	Promotion	--	3 yrs experience as Security Supervisor
6.	Security Supervisor PG-IV	--	Promotion	--	3 yrs experience as Security Asst.
7.	Security Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. Result as per common policy. or Retd. NCO/JCO of Armed Force with impressive record along-with graduation will be given preference. b) Should be fluent in Bengali & English both in speaking and writing. c) Sufficient knowledge in computer operating system with inter browsing. d) Minimum Height: Men - 5'6`` Women - 5'4`` (Age relaxation for NCO/ JCO candidate)	--

8.	Security Guard PG-I (Candidate from Police/ Armed Force – PG-II)	Max. 30 yrs	Direct Recruitment	a) Minimum SSC. b) Must be active and physically sound. c) Minimum Height: Men - 5`6`` Women - 5`4`` d) Retired police/armed force candidate will be given preference. (Age relaxation for Police/ Armed Forces candidate)	--
9.	Receptionist PG-IV	--	--	--	3yrs experience as Jr. Receptionist, PG-3(II)
10.	Jr. Receptionist PG-3(II)	30 Years	--	a) Graduate in any discipline. Result as per common policy. b) Smart, good looking and fluent speaking in Bengali & English.	--

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### 3.9 Public Relation

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM Public Relation PG-X	--	Promotion	--	a) 2 years 6 months experience as DGM under combined seniority list b) Post Graduation
2.	DGM Public Relation PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager Public Relation. b) Post Graduation
3.	Manager Public Relation PG-VIII	Max. 45 yrs	Promotion or by Direct Recruitment	a) Master's in Journalism or Mass -communication. Result as per common policy. b) 10 yrs experience as an Executive in any public limited company/ multinational company/ media publication/ commercial airlines in the relevant field c) Have working knowledge on computer	a) 3 yrs experience as Dy. Manager Public Relation b) Sr. Management course completion from BATC c) Have computer literacy and declaration of computer know-how
4.	Dy. Manager Public Relation PG-VII	--	Promotion	--	3 yrs experience as Asst. Manager Public Relation
5.	Asst. Manager Public Relation (Media) PG-VI	Max. 35 yrs	Direct Recruitment	a) Graduate in Journalism or Mass -communication. Result as per common policy. b) 2 yrs work experience on journalism.	--
6.	Asst. Manager Public Relation (Ad) PG-VI	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. Result as per common policy.	--
7.	Jr. Public Relation Officer PG-V	--	Promotion or Transfer from Admin.	--	3 yrs experience as Sr. Public Relation Asst.
8.	Sr. Public Relation Asst. PG-IV	Max. 30 yrs	Initial Recruitment in PG-3(2)	<b>Public Relation Asst.PG-3(2)</b> a) Graduate in any discipline. Result as per common policy. b) Should have computer operating knowledge on MS Word, MS Power point, MS Excel and Internet browsing.	
9.	Photographer PG-IV	Max. 30 yrs	Initially Recruitment by PG-3(II)	<b>Jr. Photographer PG-3(II)</b> a) Graduate Degree b) Certificate or Diploma in Photography course from any recognized institute and minimum 3 yrs work experience	3 yrs experience as Jr. Photographer PG-3(II)
10.	Graphic Designer PG-IV/3(II)	Max. 30 yrs	Initially Recruitment by PG-3(II)	a) S.S.C or equivalent. b) 04 years Diploma in Engineering (Printing Technology) from Govt. polytechnic institute or Govt. recognized institute. c) S.S.C minimum GPA 3.00 out of GPA 5.00, or minimum average C in "O" level (Best 5 subjects), Diploma minimum CGPA 2.5 out of CGPA 4.0. d) 05 years' experience in related field. e) Age maximum 35 years. f) In case of any equivalent degree from other systems not mentioned above, equivalent certificate including equivalent GPA/CGPA from Education Board/UGC is required. g) No GED degree is acceptable.	<b>For PG-IV</b> 3 yrs. experience in PG-3(II)


### 3.10 QUALITY ASSURANCE

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	Chief Engineer (QA) PG-CE Grade	-----	Promotion	-----	a) 02 (Two) years 06 (Six) months experience as Dy. Chief Engineer or If qualified person is not available in Engineering & MM, then Quality Manager in a Part 147 having 02 (Two) years 06 (Six) months experience; b) Must be fulfilled CAAB related necessary requirements. c) For promotion working experience in Quality Assurance may be given preference.
2.	Deputy Chief Engineer (QA) PG- DCE Grade	-----	Promotion	-----	a) 03 (Three) years experience as Principal Engineer QA. b) Have at least 10 years of experiences in Engineering & MM Directorate. c) Must be fulfilled CAAB related requirements.
3	Principal Engineer (Engineering Quality Audit -QA) PG- PE Grade		Promotion		a) Must have 03 (three) Type Rated B1/B2 License or 03 (three) QA Class-1 Approval (Third License Bar crossed) b) Must have pass Senior Management Course from BATC. c) Must have at least 1 year experience as QA Auditor. d) 3 year experience in respective field as Engineer Officer in QA may be given preference.
4	Principal Engineer (Aerospace-QA) PG- PE Grade		Promotion		a) Must have 03 (three) Type Rated B1 License or 03 (three) QA Class-1 Approval (Third License Bar crossed) b) Must have pass Senior Management Course from BATC. c) Must have at least 1 year experience as QA Aerospace engineer. d) 3 year experience in respective field as Engineer Officer in QA may be given preference.
5	Principal Engineer (Avionics-QA) PG- PE Grade		Promotion		a) Must have 03 (three) Type Rated B2 License or 03 (three) QA Class-1 Approval (Third License Bar crossed) b) Must have pass Senior Management Course from BATC. c) Must have at least 1 year experience as QA Avionics engineer. d) 3 year experience in respective field as Engineer Officer in QA may be given preference.

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
6	Principal Engineer (Service, SMS & HF-QA) PG- PE Grade		Promotion		a) Must have 03 (three) Type Rated B1/B2 License or 03 (three) QA Class-1 Approval (Third License Bar crossed) b) Must have pass Senior Management Course from BATC. c) Must have at least 1 year experience as QA engineer and actively participated in SAG (MNT) group activity. d) 3 year experience in respective field as Engineer Officer in QA may be given preference.
7	Engineer Officer (Audit, Engineering QA) PG- EO Grade		Direct recruitment in PG-VI Admin as Quality Engineer	Bachelor of Engineering in Mechanical/Electrical & Electronic/ Aeronautical (Aerospace/ Avionics) Engineering from recognized University/Institute.  <b>Absorption in EO grade</b> Will be absorbed as Engineer officer in E.O Grade after having 1 <sup>st</sup> Class -1 Approval in QA system.  Note: Until direct recruitment in the said post Engineer Officer/System Engineer/Planning Engineer can be posted in that post.	
8	Engineer Officer (Aerospace Engineering QA) PG- EO Grade		Direct recruitment in PG-VI Admin as Quality Engineer	Bachelor of Engineering in Mechanical/ Aeronautical (Aerospace) Engineering from recognized University /Institute.  <b>Absorption in EO grade</b> Will be absorbed as Engineer officer in E.O Grade after having 1 <sup>st</sup> Class -1 Approval in QA system.  Note: Until direct recruitment in the said post Engineer Officer/System Engineer/Planning Engineer can be posted in that post.	
9	Engineer Officer (Avionics Engineering - QA) PG- EO Grade		Direct recruitment in PG-VI Admin as Quality Engineer	Bachelor of Engineering in Electrical and Electronics/ Aeronautical (Avionics) Engineering from recognized University/Institute.  <b>Absorption in EO grade</b> Will be absorbed as Engineer officer in E.O Grade after having 1 <sup>st</sup> Class -1 Approval in QA system.  Note: Until direct recruitment in the said post Engineer Officer/System Engineer/Planning Engineer can be posted in that post.	



Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
10	Engineer Officer (Service, SMS & HF - QA) PG- EO Grade		Direct recruitment in PG-VI Admin as Quality Engineer	<p>Bachelor of Engineering in Mechanical /Electrical and Electronics/ Aeronautical (Aerospace/Avionics) Engineering from recognized University /Institute.</p> <p><b>Absorption in EO grade</b>            Will be absorbed as Engineer officer in E.O Grade after having 1<sup>st</sup> Class -1 Approval in QA system.</p> <p>Note: Until direct recruitment in the said post Engineer Officer/System Engineer/Planning Engineer can be posted in that post.</p>	
11	Assistant Manager (License and Training Coordinator - QA) PG-VI Admin.		Promotion Or Direct recruitment.	<p>a) 4 years Bachelor degree in any subject.</p> <p>b) Must have practical experience in working in computer and knowledge in Microsoft Office, and can type in Bangla and English.</p> <p>c) Must have 1 year experience in related subject.</p>	<p>a) Must have 3 year experience in Junior Officer (License and Training Coordinator) and</p> <p>b) Must have successfully pass Junior Management course from BATC.</p>
12	Junior Officer (License and Training Coordinator- QA) PG-V Admin.		Direct recruitment.	<p>a) 4 years Bachelor degree in any subject.</p> <p>b) Must have practical experience in working in computer and knowledge in Microsoft Office, and can type in Bangla and English.</p>	

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**CHAPTER 4**  
**DIRECTOR ADMINISTRATION & HR**


**4.1 Administration**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	General Manager Admin & HR. PG-X	--	Promotion/ Deputation	--	2 yrs 6 months experience as DGM under combined seniority list
2.	DGM Personnel PG-IX	--	Promotion	--	a) 2 yrs 6 months experience as Manager under combined seniority list. b) Post Graduation
3.	DGM Human Resources PG-IX	--	Promotion	--	a) 2 yrs 6 months experience as Manager under combined seniority list. b) Post Graduation
4.	DGM Admin PG-IX	--	--	--	a) 2 yrs. 6 months experience as Manager under combined seniority list. b) Post Graduation
5.	Manager Admin. PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Admin. PG-VII b) Sr. Management course completion from BATC
6.	Dy. Manager Admin. PG-VII	--	Promotion	--	3 yrs experience as AM Admin. PG-VI
7.	AM Admin. PG-VI	Max. 35 yrs	Promotion or by Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	a) 3 yrs experience as Jr. Admin. Officer b) Jr. Management course completion from BATC

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
8.	Jr. Admin. Officer PG-V	--	Promotion	--	a) 3 yrs experience as Admin. Supervisor, PG-IV b) Participation in Office Management course from BATC
9.	Admin. Supervisor PG-IV	--	Promotion	--	3 yrs experience as Admin. Asst., PG-3(II)
10.	Admin Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. Result as per common policy.	--
11.	MLSS PG-I	Max. 30 yrs	Direct Recruitment	a) Minimum SSC. b) Work experience as Peon will be given preference.	--

#### 4.2 Organization & Method and PM

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	DGM O&M and PM PG-IX	--	--	--	a) 2 yrs. 6 months experience as Manager under combined seniority list. b) Post Graduation
2.	Manager (O&M/PM / IOSA, AOC & Trng.) PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Mgr. (O&M/PM/IOSA, AOC & Trng.) b) Sr. Management course completion from BATC
3.	Dy. Mgr. (O&M/PM / IOSA, AOC & Trng.). PG-VII	--	Promotion	--	3 yrs experience as AM (O&M/PM/IOSA, AOC & Trng.).
4.	AM (O&M/AP A/PA/IOSA, AOC & Trng.). PG-VI	Max. 30 yrs	Promotion or by Direct Recruitment	a) Graduate in any discipline. (Discipline in HRM/Management/Economics will be given preference) b) Result as per common policy. c) Should have Computer knowledge on MS Word/MS Excel/Power Point	a) 3 yrs experience as Jr. Officer (O&M/IOSA, AOC & Trng.) b) Jr. Management course completion from BATC
5.	Jr. O&M Officer PG-V	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline (Discipline in HRM/Management/Economics will be given preference) b) Result as per common policy. c) Should have Computer knowledge on MS Word/MS Excel/Power Point	--
6	O&M Record Asst. PG-3(I)	--	Direct/Internal Recruitment	a) S.S.C or equivalent (No 3 <sup>rd</sup> Division). b) 10 yrs experience as MLSS, PG-I c) Should have computer knowledge	--

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### 4.3 Legal Affairs

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM/DGM Legal Affairs PG-X/IX	Max. 50 yrs	Promotion or by Direct Recruitment	a) L.L.M. Highly professional candidate will be given preference. Minimum two 1 <sup>st</sup> division/class. No 3 <sup>rd</sup> division or equivalent result in any exam is acceptable. b) Should have Bar Council Certificate. c) 12 yrs experience in any Public Ltd. Co./ Multinational Co./ Legal enterprise as an Lawyer. d) Must have proven knowledge of Labour Law. e) Should have computer operating knowledge.	<p style="text-align: center;"><u>For PG-X</u></p> 2 years 6 months experience as DGM (Legal Affairs), PG-IX  <p style="text-align: center;"><u>For PG-IX</u></p> a) 2 years 6 months experience as Manager (Legal Affairs), PG-VIII b) Post Graduation
2.	Manager (Legal/Court Affairs) PG-VII	--	Promotion	--	a) 3 yrs experience as Dy. Manager (Legal/Court Affairs) b) Sr. Management course completion from BATC
3.	Dy Mgr. (Legal/Court Affairs) PG-VII	--	Promotion	--	a) 3 yrs experience as AM (Legal/Court Affairs)  b) Sr. Management course completion from BATC
4.	Asst. Mgr. (Legal/Court Affairs) PG-VI	Max. 35 yrs	Direct Recruitment	a) L.L.B. b) Should have Bar Council Certificate. c) 3 yrs experience in any reputed organization with law/legal case affairs. d) Result as per common policy.	With this qualification & experience the age limit of candidate should be 3 years higher with one step higher position.
5.	Jr. Legal Officer PG-V	-	Promotion	--	3 yrs. experience as Legal Supervisor. PG-IV
6.	Sr. Legal Asst. PG-IV	--	Promotion	--	3 yrs experience as Legal Asst. PG-3(II)
7.	Legal Asst. PG-3(II)	Max. 33 yrs	Direct Recruitment	a) Graduate in any discipline. c) 3 yrs experience as law assistant with any Lawyer or in any law office. d) Result as per common policy.	--

#### 4.4 IT (Information Technology).

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	GM IT PG-X	--	Promotion	--	2 years 6 months experience as DGM IT
2.	DGM IT (Network & System Support/ Project & Programming PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager IT /Sr. System Analyst b) Post Graduation or BSc Engineering.
3.	Sr. System Analyst (DBMS) PG-VIII	--	Promotion	--	3 yrs experience as System Analyst (DBMS) b) Sr. Management course completion from BATC
4.	System Analyst (DBMS) PG-VII	--	Promotion	--	a) 3 yrs experience as (DBMS) Administrator b) Sr. Management course completion from BATC
5.	DBMS Administrator PG-VI	Max. 35 yrs	Direct Recruitment	a) B.Sc. in Computer Engineering/Computer Science/CSE/IT/EEE/ETE/Electronics Engineering. b) 03 Years' experience in DBMS on Oracle/MS SQL c) Result as per common policy.	--
6.	Sr. System Analyst (Programming) PG-VIII	--	Promotion	--	a) 3 yrs experience as System Analyst (Programming) b) Sr. Management course completion from BATC
7.	System Analyst (Programming) PG-VII	--	Promotion	--	a) 3 yrs experience as Programmer b) Sr. Management course completion from BATC

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
8.	Programmer PG-VI	--	Promotion	--	a) 3 yrs experience as Asst. Programmer b) Jr. Management course completion from BATC
9.	Asst. Programmer PG-V	Max. 30 yrs	Direct Recruitment	a) BSC in Computer Engineering/Computer Science/CSE/IT/EEE/ETE/ Electronics Engineering. b) Should have knowledge in any Programming Languages. c) Result as per common policy.	--
10.	Mgr (IT System & Maintenance/Network) PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Mgr. (IT/Hardware/System & Security) b) Sr. Management course completion from BATC
11.	Dy. Mgr (IT/Hardware/System & Security) PG-VII	--	Promotion	--	a) 3 yrs experience as System / Network Administrator/ Maintenance Engineer (Hardware Maintenance) b) Sr. Management course completion from BATC
12.	System / Network Administrator/ Maintenance Engineer (Hardware Maintenance) PG-VI	--	Promotion	--	a) 3 yrs experience as Asst. System / Network Administrator b) Jr. Management course completion from BATC
13.	Asst. System / Network Administrator PG-V	Max. 30 yrs	Direct Recruitment	a) BSC in Computer Engineering/Computer Science/IT/ICT/EEE/ Electric & Telecommunication Engineering/ Electronic & Communication Engineering b) Vendor Certificate in MCSE or CCNA. c) Result as per common policy.	--

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#### 4.5 Communication

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Communications PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager (Phone/STX) b) Sr. Management course completion from BATC c) BSC Engineer
2.	Dy. Manager Communications PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Communications (Phone/STX/Operations) b) Sr. Management course completion from BATC c) BSC Engineer
3.	Asst. Manager Communications PG-VI	--	Promotion or Direct Recruitment	a) BSC in Computer Engineering/Computer Science/IT/ICT/EEE/ Electric & Telecommunication Engineering/ Electronic & Communication Engineering Result as per common policy.	a) 3 yrs experience as Jr. Communications Officer (Phone/STX/Operations) b) BSC Engineer
<b>Sitatex</b>					
1.	Jr. Comm. Officer (STX) PG-V	--	Promotion	--	3 yrs experience as Sr. Communications Asst. (STX)
2.	Comm. Supvr. (STX) PG-IV	--	Promotion	--	3 yrs experience as Jr. Communications Asst. (STX)
3.	Comm. Asst. (STX) PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate Degree Result as per common policy. b) Should have knowledge in Microsoft Word. English typing speed 40 word per minute c) Well conversant on English Language d) Incumbent will be absorbed after completion required training from BATC	--




**Telephone**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Jr. Comm. Officer (Phone) PG-V	--	Promotion	--	3 yrs experience as Sr. Communications Asst. (Phone)
2.	Comm. Supvr. (Phone) PG-IV	--	Promotion	--	3 yrs experience as Jr. Communications Asst. (Phone)
3.	Comm. Asst. (Phone) PG-3(II)	Max. 30 yrs	Direct Recruitment (Preferable for Female Candidate)	a) Graduate Degree Result as per common policy. b) Well conversant in spoken Bengali & English with accurate pronunciation and be a sweat-tongued c) Incumbent will be absorbed after completion required training from BATC	--
4.	Lineman-cum-Mechanic PG-V	--	Promotion	--	3 yrs experience as Jr. Lineman-cum-Mechanic
5.	Jr. Lineman-cum-Mechanic PG-IV	--	Promotion	<u>Initial recruitment in PG-3(I)</u> a) Minimum H.S.C b) 3 yrs work experience on telephone new line adjust/maintenance/telephone set repair etc. in T&T approved local/foreign organization	<u>For PG-IV</u> 3 yrs experience in PG-3(II)  <u>For PG-3(II)</u> 3 yrs experience in PG- 3(I)


**OPS, Communication & Intercom**

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Jr. Comm. Officer (Operations, Comm. & Intercom) PG-V	--	Promotion	--	3 yrs experience as Sr. Intercom/Operations Communications Asst.
2.	Supervisor Intercom/Operations Comm. PG-IV	--	Promotion	--	3 yrs experience as Intercom/Operations Communications Asst.
3.	Intercom/Operations Comm. Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) 4 years duration Diploma in Computer Engineering/ Electrical/ Electronic Technology from Bangladesh Technical Education Board. b) Result S.S.C. or equivalent minimum GPA 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum CGPA 2.8 out of 4.0. c) Should have knowledge on computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--

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## 4.6 Medical

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Chief Medical Officer PG-X	--	Promotion	--	2 years 6 months experience as Dy. Chief Medical Officer
2.	Dy. Chief Medical Officer PG-IX	--	Promotion	--	2 years 6 months experience as Principal Medical Officer
3.	Principal Medical Officer PG-VIII	--	Promotion	--	a) 3 yrs experience as Sr. Medical Officer b) Sr. Management course completion from BATC
4.	Sr. Medical Officer PG-VII	Max. 35 yrs	Initial Recruitment in PG-VI	<u>Medical Officer PG-VI</u> a) M.B.B.S degree recognized by Bangladesh Medical Council (BMDC). b) 3 yrs experience as a Doctor in any hospital/clinic after having M.B.B.S degree. c) Result as per common policy for SSC & HSC.	With this qualification & experience the age limit of candidate should be 3 years higher with one step higher position.
5.	Junior Officer (Lab) PG-V	-	Promotion	-	3 years' experience as Sr. Lab Asst. PG-IV
6.	Sr. Lab Asst. PG-IV	30	Direct Recruitment/Promotion	a) At least SSC(Science), 3 <sup>rd</sup> division in any exam is not acceptable b) Minimum 3(Three) years Diploma in Laboratory Technology from The State Medical Faculty of Bangladesh. c) 3 years' experience as Laboratory Technologist in any reputed	3 years' experience as Medical Technologist, PG-3(II)
7.	Junior Officer (Nursing)	-	Promotion	-	3 years' experience as Sr. Nursing PG-IV
8.	Sr. Nursing Asst. PG-IV	30 years	Direct Recruitment	a) Diploma in Nursing/ Diploma in Nursing Science & Midwifery Certificate Registered by Bangladesh Nursing and Midwifery Council. b) Computer Literacy	-
9.	Medical Technologist PG-3(II)	30 Years	Direct Recruitment	a) Diploma in medical technology 3 years (lab) from any govt. recognized institute. b) Computer Literacy	-
10.	Jr. Officer (Documentation) PG-V	-	Promotion	-F	3 years' experience as Sr. Documentation Asst, PG-IV
11.	Sr. Documentation Asst, PG-IV	30 Years	Direct Recruitment/Promotion	a) Degree in any Discipline. b) Result : As Per Common Policy c) Computer Literacy.	3 years' experience as Documentation Asst. PG-3(II)
12.	Jr. Officer (Pharma/Store/ Billing) PG-V	-	Promotion	-	3 years' experience as Sr. Pharma/Store/Billing Asst, PG-IV
13.	Sr. Pharma/Store/ Billing Asst. PG-IV	30 years	Direct Recruitment	a) At least SSC (Science), 3 <sup>rd</sup> division in any exam is not acceptable. b) Minimum 3(Three) years Diploma in Pharmacy from Institute of Health Technology recognized by Bangladesh Pharmacy Council. d) Computer Literacy	-

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## 4.7 Project & Works

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM/DGM P&W PG-X/IX	--	Promotion	--	<b><u>For-GM, PG-X</u></b> a) 2 years 6 months experience as DGM P&W b) Post Graduation or BSC Engineering  <b><u>For-DGM, PG-IX</u></b> a) 2 years 6 months experience as Manager (Civil/Electro-Mecha) b) Post Graduation or BSC Engineering
2.	Manager Civil PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Civil b) BSC Engineer c) Sr. Management course completion from BATC
3.	Dy. Manager Civil PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Engineer (Civil) b) BSC Engineer (Civil) or 6 yrs experience as Asst. Engineer (Civil) for Diploma Engineer
4.	Asst. Engineer (Civil) PG-VI	Max. 30 yrs for Direct Recruitment	Promotion or by Direct Recruitment	a) BSC Engineering (Civil). b) 3 years' experience on structural plan, design formulation & estimation. c) Result as per common policy.	a) 6 yrs experience as Sub-Asst. Engineer Civil b) Diploma Engineer (Civil) c) Jr. Management course completion from BATC
5.	Sub-Asst. Engineer (Civil) PG-V	--	Promotion	--	3 yrs experience as Works Supervisor (Civil)

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
6.	Works Supervisor (Civil) PG-IV	Max. 30 yrs	Direct Recruitment	a) 4 years duration diploma in Civil Engineering from any recognized Polytechnic Institute. b) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0. c) Should have knowledge on computer d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. <b>No GED degree is acceptable.</b>	--
7.	Jr. Officer Drawing, PG-V	Max. 30 yrs	Initial Recruitment in PG-IV as Draftsman	<b>Recruitment will be held in PG-IV As Draftsman</b> a) 4 years duration diploma in Architecture/Civil Engineering from any recognized Polytechnic Institute. b) Result As per Common Policy. c) Should have knowledge on AUTOCAD and computer	<u>Promotion For PG-V</u> 3 yrs experience as Draftsman
8.	Plumber PG-3(I)/3(II)	Max. 30 Years	Direct recruitment	a) Minimum S.S.C or equivalent b) Certificate in plumbing from any recognized institution. c) 03 years' experience as plumber in any reputed organization.	--
9.	Carpenter PG-3(I)/3(II)	Max. 30 Years	Direct recruitment	a) Minimum S.S.C or equivalent b) Certificate in Carpentry from any recognized institution. c) 03 years experience as carpenter in any reputed organization.	--

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
10.	Manager Electro-Mechanical PG-VIII	--	--	--	a) 3 yrs experience as Dy. Manager Electro/Mech. b) BSC Engineer c) Sr. Management course completion from BATC
11.	Dy. Manager Electro-mechanical PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Engineer (Electro-mechanical) <b>or</b> 6 yrs experience as Asst. Engineer (EM) for Diploma Engineer
12.	Asst. Engineer (Electro-Mechanical) PG-VI	Max. 30 yrs	Direct Recruitment	a) BSC in Engineering (Electrical & Electronic)/ BSC in Engineering (Mechanical) b) Result as per common policy.	a) 6 yrs experience as Sub-Asst. Engineer Electro/Mech. b) Diploma Engineer Electrical/Mech. c) Jr. Management course completion from BATC
13.	Sub-Asst. Engineer (Electro-Mechanical) PG-V	--	Promotion	--	3 yrs experience as Works Supervisor (Electro-Mechanical)
14.	Works Supervisor/ Electro-Mechanical PG-IV	30 yrs	Direct Recruitment/ Promotion	<b><u>Recruitment will be held in PG-IV</u></b> 4 years duration diploma in Electrical/ Mechanical/Air-conditioning & Refrigeration/Power Engineering from any recognized Polytechnic Institute. Result As per Common Policy. Should have knowledge on computer	Promotion in PG-IV 6 yrs experience as Sr. Electrician in PG-3(II)
15.	Electric Supervisor/Sr. Electrician/ PG-IV/3(II)	--	Promotion	--	3 yrs. experience as Sr. Electrician PG-3(II) 3 yrs. experience as Jr. Electrician PG-3(I)
16.	Jr. Electrician PG-3(I)	Max. 30 yrs	Direct Recruitment	a) Minimum S.S.C b) Electrical Trade Course Certificate from any recognized institute c) 3 yrs experience as Electrician in any reputed organization	--
17.	Sr. Mechanic PG-3(II)	--	--	--	3 yrs. experience as Jr. Mechanic PG-3(I)
18.	Jr. Mechanic PG-3(I)	Max. 30 yrs	Direct Recruitment	a) Minimum S.S.C b) Mechanical Trade Course Certificate from any recognized institute c) 3 yrs experience as Mechanic in any reputed organization	--

#### 4.8 Estate & Common Service

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Estate & Common Service PG-VIII	--	Promotion/ Transfer from Admin	--	a) 3 yrs. experience as Dy. Mgr. Estate & Common Service/Administration & HR. b) Sr. Management course completion from BATC
	Dy. Mgr. Estate & Common Service PG-VI	--	Promotion/ Transfer from Admin	--	a) 3 yrs. experience as Asst. Mgr. Estate & Common Service/Administration & HR.
2.	Asst.Mgr. Estate & Common Service PG-VI	Max. 30 yrs	Promotion/ Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	a) 3 yrs. experience as Jr. Officer Estate & Common Service b) Jr. Management course completion from BATC
3.	Jr. Officer Estate & Common Service PG-V	--	Promotion	--	3 yrs. experience as Estate & Common Service Supervisor
	Estate & Common Service Supervisor PG-IV	--	Promotion	--	3 yrs. experience as Attendant
4.	Attendant PG-3(II)	Max. 30 yrs	Direct Recruitment	Graduate in any discipline	--
5.	Cleaner PG-I	Max. 30 yrs	Direct Recruitment	a) Minimum Class VIII pass	--
6.	Sweeper PG-I	Max. 30 yrs	Direct Recruitment	Must be professional in his job	--


#### 4.9 Motor Transport

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	GM MT PG-X	--	Promotion	--	2 years 6 months experience as DGM under combined seniority list.
2	DGM MT PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager under combined seniority list. b) Post Graduation
3	Manager MT PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager MT under combined seniority list. b) Sr. Management course completion from BATC
4	Dy. Manager MT (Maintenance/ Operation) PG-VII	--	Promotion	--	a) 3 yrs experience as AM MT under combined seniority list. b) Sr. Management course completion from BATC
5	AM MT (Maintenance) PG-VI	Max. 30 yrs	Direct Recruitment	a) B.Sc. Engineering (Automobile/ Mechanical) b) Result as per common policy. c) Experience in the relevant field will be given preference.	--
	Jr. Officer MT (Maintenance) PG-V	--	Promotion	--	3 yrs experience as Sr. Mechanic MT PG-IV
6	Sr. Mechanic MT PG-IV	--	Promotion	--	3 yrs experience as MT Mechanic PG-3(II)
7	MT Mechanic PG-3(II)	--	Promotion	--	3 yrs experience as Jr. MT Mechanic PG-3(I)
8	Sr. Store Keeper MT PG-IV	--	Promotion	--	3 yrs experience as Store Keeper MT PG-3(II)
9	Store Keeper MT PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Store Keeper MT PG-3(I)
10	Jr. Store Keeper MT PG-3(I)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	--



SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
11	Jr. MT Mechanic PG-3(I)	Max. 30 yrs	Direct Recruitment	a) 4 years duration diploma in Mechanical. b) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0. c) Should have knowledge on computer d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--
12	Asst. Mgr. MT Scheduling PG-VI	--	Promotion/ Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	3 yrs experience as Jr. Officer Scheduling
13	Jr. Officer MT Scheduling PG-V	--	Promotion	--	3 yrs experience as Supervisor
14	Scheduling Supervisor PG-IV	--	Promotion	--	3 yrs experience as Scheduling/ Mileage Record Asst.
	Scheduling Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	--
15	MT Operator PG-3(I)	Max. 30 yrs	Direct Recruitment	a) Minimum S.S.C. or Equivalent b) Valid driving license on light and heavy vehicles. c) 5 years driving experience on light and heavy vehicles.	--
16	Dispatch Rider PG-3(I)	Max. 30 yrs	Direct Recruitment		--
	Jr. Officer Mileage & BRTA PG-V	--	Promotion	--	3 yrs experience as Mileage Record Supervisor
17	Mileage Record Supervisor PG-IV	--	Promotion	--	3 yrs experience as Mileage Record Asst.
18	Mileage Record Asst. PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Mileage Record Asst.
19	Jr. Mileage Record Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	--
20	Asst. Mgr Petrol Pump PG-VI	--	Transfer from Admin	--	--
21	Jr. Officer (MT BRS) PG-V	--	Promotion	--	3 yrs experience as Sr. Pump Asst. PG-IV
22	Pump Supervisor PG-IV	--	Transfer from Admin	--	--

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
23	Pump Asst. PG-3(I)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	--
24	Pump Operator PG-I	Max. 30 yrs	Direct Recruitment	a) Minimum S.S.C or Equivalent b) 2 years' experience as Petrol Pump Operator.	--
25	Sr. Tyre Repairer PG-IV	--	Promotion	--	3 yrs experience as Tyre Repairer
26	Tyre Repairer PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Tyre Repairer
27	Jr. Tyre Repairer PG-3(I)	Max. 30 yrs	Direct Recruitment	a) Minimum S.S.C or Equivalent b) 2 yrs experience as Tyre and Tube servicing.	--
28	Upholsterer PG-3(II).	--	Promotion	--	3 yrs experience as Jr. Upholsterer
29	Jr. Upholsterer PG-3(I).	Max. 30 yrs	Direct Recruitment	a) HSC or Equivalent b) 3 yrs experience on Tailoring and Upholstery. Experience in airline will be given preference.	--
30	Sr. Auto Electrician PG-IV	--	Promotion	--	3 yrs experience as Auto Electrician
31	Auto Electrician PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Auto Electrician
32	Jr. Auto Electrician PG-3(I)	Max.30 Yrs.	Recruitment	e) 4 years duration diploma in Electrical / Electronics / Power/Mechanics f) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0.	--
33	Sr. Denter/Painter, PG-IV	--	Promotion	--	3 yrs experience as Denter/Painter, PG-3(II)
34	Denter/Painter, PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Denter/Painter, PG-3(I)
35	Jr. Denter/Painter, PG-3(I)	Max.30 Yrs.	Recruitment	a) Minimum H.S.C or equivalent. b) 01 (One) year Trade Course Certificate on related trade from any Govt. recognized Institute (Artisan Certificate will be given preference) with 02 (Two) year work experience or minimum 2(Two) years Diploma/Trade Course in Engineering on related subject from any Govt. recognized Institute.	--


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## CHAPTER 5

### MARKETING & SALES

#### 5.1 Marketing & Sales

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	General Manager Marketing & Sales PG-X	--	Promotion	--	2 years 6 months experience as DGM under combined seniority list
2.	DGM Marketing & Sales PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager under combined seniority list b) Post Graduation
3.	Manager Commercial PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Commercial b) Sr. Management course completion from BATC
4.	Dy. Manager Commercial PG-VII	--	Promotion	--	3 yrs experience as Asst. Manager Commercial
5.	Asst. Manager Commercial PG-VI	Max. 30 yrs	Promotion or by Direct Recruitment Trainee Officer	a) Graduate in any discipline. (Graduate in Business Administration/Business Studies/Commerce will be given preference) b) Result as per common policy.	a) 3 yrs experience as Jr. Commercial Officer b) Jr. Management course completion from BATC
6.	Jr. Commercial Officer PG-V	--	Promotion	--	3 yrs experience as Sr. Commercial Asst.
7.	Commercial Supervisor PG-IV	--	Promotion	--	3 yrs experience as Jr. Commercial Asst.
8.	Commercial Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate Degree. b) Result as per common policy. c) Well conversant on spoken English  d) Minimum 2 month satisfactory training from Biman Training Center	--
9.	Cargo Helper PG-I	Max. 30 yrs	Direct Recruitment	a) S.S.C b) Must be Polite, Active and Healthy c) 1 year experience on heavy weight carrying	--

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## CHAPTER 6

### CUSTOMER SERVICE

#### 6.1 Customer Service

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM Customer Services PG-X	--	Promotion	--	1. Two years 6 months experience as DGM under combined seniority list 2. Should have the basic knowledge about:- a) Airlines Operations. b) Ground Handling Agreements.
2.	GM Airport Services/ Customer Services PG-X	--	Promotion	--	1. Two years 6 months experience as DGM under combined seniority list 2. <b>Education:</b> At least graduate degree in any field; <b>Other Skills:</b> Knowledge on ANO & CAR of CAAB and related Annexes' of ICAO Knowledge on the standards & recommended practices of IATA, IOSA & ISAGO Knowledge on aviation safety & security Good communication skills Management skills Problem solving skills Performing high responsibility Negotiation skills Good command of spoken and written English; Good personality Good command on computer use Good communication, interpersonal & team management skills <b>Training needs:</b> - Basic Ground Services Training - Aviation Security for Ground Operations Management - Dangerous Goods Regulations for Ground Operations Personnel - Quality Management System (QMS) - Safety Management System for Senior Management (SMS) - Airside Safety - Human Performance Limitations or Human Factors - Integrated Station Management (ISM) - Senior Management Course - Special Training: Standard Ground Handling Agreement (IATA)
3.	DGM Ground Services PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager under combined seniority list b) Post Graduation 2. In-addition should have the basic knowledge of following :- a) Passenger handling b) Baggage handling c) Cargo/mail handling

					<p>d) Aircraft handling &amp; loading e) Load control f) Airside management &amp; safety. g) Aircraft movement &amp; control h) Ground handling agreements i) Airport handling ground support equipment specifications. j) Knowledge about Ground Handling Agreements.</p>
4.	DGM Ground Handling PG-IX	--	Promotion	--	<p>Minimum 10 years of experience in the field of Ground Handling / Customer Services / Passenger Services / Ramp Operation / Ground Services / Quality Management / Safety Management in the airline or in the Ground Handling industry</p>
5.	DGM Airport Services PG-IX	--	Promotion	--	<p>a) 2 years 6 months experience as Manager under combined seniority list <b>Education:</b> At least Post-graduate degree in any field; <b>Basic Knowledge:</b> Passenger handling, Baggage &amp; Cargo Handling, Aircraft Handling &amp; Loading, Load Control, Airside Management &amp; Control, Agreement Handling, Airport Handling ground support equipment specification. <b>Other Skills:</b> Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO Organizational knowledge Knowledge on aviation safety &amp; security Good communication skills Management skills Supervisory skills Problem solving skills Negotiation skills Good command of spoken and written English; Good personality Good command on computer use Good communication, interpersonal &amp; team management skills <b>Training needs:</b> - Basic Ground Services Training - Aviation Security for Ground Operations Management - Dangerous Goods Regulations for Ground Operations Personnel - Quality Management System (QMS) - Safety Management System for Senior Management (SMS) - Airside Safety (Ramp Safety) - Human Performance Limitations or Human Factors - Integrated Station Management (ISM) - Senior Management Course - Special Training: Standard Ground Handling Agreement (IATA)</p>

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
6.	Manager Airport Services PG-VIII	--	Promotion	--	<p>a) 3 years experience as Dy. Manager Airport Services/Customer Service/Ground Handling services.</p> <p>b) Sr. Management course completion from BATC</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO</p> <p>Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO</p> <p>Knowledge of Baggage Services, Baggage Claims and Proration.</p> <p>Having strong problem solving and decision making skill.</p> <p>Good communication and interpersonal skills;</p> <p>Able to work efficiently in high pressure environment;</p> <p>Good attitude and willing to work hard;</p> <p>Good command of spoken and written English;</p> <p>Good Leadership qualities and good decision making capabilities</p> <p>Able to work any time in day &amp; night in shift pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Training</li> <li>- Aviation Security for Ground Operations Management</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Human Performance Limitation</li> <li>- Required Management Courses</li> <li>- IATA Baggage Services Related Course</li> </ul>
7.	Manager Training, Quality & Compliance	--	Promotion	--	<p>a) Minimum 08 years of experience in the field of Ground Handling/Customer Services/Passenger Services/Ramp Operation/Ground Services/Quality Management/Safety Management in the airline or in the Ground Handling industry; Out of 08 years' experience, minimum 03 years in the training management and safety management role;</p> <p>b) Sr. Management course completion from BATC</p> <p><b>Other Skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO</p> <p>Knowledge on the standards &amp; recommended</p>

					<p>practices of IATA, IOSA &amp; ISAGO  Knowledge on aviation safety &amp; security  Good communication skills  Management skills  Supervisory skills  Problem solving skills  Performing high responsibility  Negotiation skills  Good command of spoken and written English;  Good command on computer use  Able to work any time in day &amp; night in shift pattern.  Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs:</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Services Training</li> <li>- Aviation Security for Ground Operations Management</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Quality Management System (QMS)</li> <li>- Safety Management System for Senior Management (SMS)</li> <li>- Ramp Safety (Airside Safety )</li> <li>- Human Performance Limitations or Human Factors</li> <li>- Integrated Station Management (ISM)</li> <li>- Senior Management Course</li> <li>- Special Training: Standard Ground Handling Agreement (IATA)</li> </ul>
8.	Manager Shift In-Charge	--	Promotion	--	<p>a) Minimum 03 years of experience as Deputy Manager in the field of Ground Handling/Customer Services/Passenger Services/Ramp Operation/Ground Services/Quality Management/Safety Management in the airline or in the Ground Handling industry;  b) Sr. Management course completion from BATC</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO  Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO  Computer literacy on MS-Office  Knowledge on passenger Services  Knowledge of Baggage Services  Knowledge on required travel documents and country variations  Knowledge on transit flight service process  Having strong problem solving and decision making skill  Good communication and interpersonal skills;  Able to work efficiently in high pressure environment;  Good attitude and willing to work hard;</p>

					<p>Good command of spoken and written English; Leadership, good decision making capabilities Able to work any time in day &amp; night in shift pattern. Good communication, interpersonal &amp; team management skills <b>Training needs:</b> - Basic Ground Service Training - Aviation Security for Ground Operations Management - Dangerous Goods Regulations for Ground Operations Personnel - Safety Management System (SMS) - Ramp Safety (Airside Safety) - Human Performance Limitation - Senior Management Courses - Integrated Station Management Course (ISM),</p>
9.	Deputy Manager (Shift Duty Manager)				<p><b>Work experience:</b> Minimum 08 years of experience in the field of Ground Handling/Customer Services/Passenger Services/Ramp Operation/Ground Services/Quality Management/Safety Management in the airline or in the Ground Handling industry. <b>Other skills:</b> Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO knowledge on Ramp operations Knowledge on overall turn around safety &amp; security Knowledge on passenger services Knowledge of Baggage Services Knowledge on Aircraft type wise ramp support variation. Knowledge on transit flight service process Having strong problem solving and decision making skill Good communication, interpersonal &amp; team management skills Able to work efficiently in high pressure environment Good attitude and willing to work hard Good command of spoken and written English; Leadership qualities and good decision making capabilities Able to work any time in day &amp; night in shift pattern. <b>Training needs: -</b> - Basic Ground Service Training - Aviation Security for Ground Operations Management - Dangerous Goods Regulations for Ground Operations Personnel</p>



					<ul style="list-style-type: none"> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Human Performance Limitation</li> <li>- Required Management Courses</li> </ul>
10.	Deputy Manage PFA & HOTAC				<p>Minimum 08 years in the Airport Services or Ground Services or Ground Handling services.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Knowledge on Departure Control System (SITA)          Having strong problem solving and decision making skill          Good communication and interpersonal skills          Able to work efficiently in high pressure environment          Good attitude and willing to work hard          Good command of spoken and written English          Leadership qualities and good decision making capabilities          Able to work any time in day &amp; night in shift pattern          Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Training</li> <li>- Basic Departure Control System</li> <li>- Aviation Security for Ground Operations Management</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Human Performance Limitation</li> <li>- Required Management Courses</li> </ul>
11.	Deputy Manager Foreign Carrier Handling and Billing				<p>Minimum 8 years in the Airport Services or Ground Services or Ground Handling services.</p> <p><b>Other Skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Knowledge on Local &amp; International aviation rules &amp; regulations          Knowledge on ICAO Annexes          Strong Leadership quality          Excellent communication skills          Effective Resource management skills          Good knowledge of IATA Airport Handling Manual &amp; Ground Operation Manual.          Very good command on English Language          Able to work any time in day &amp; night in shift</p>

					<p>pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Training</li> <li>- Aviation Security for Ground Operations Management</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Human Performance Limitation</li> <li>- Required Management Courses</li> <li>- IATA Customer Airlines Services Related Course</li> <li>- Other Courses Offered by Customer Airlines</li> </ul>
12.	Deputy Manager – Central Baggage Services				<p>Minimum 08 years in the Airport Services or Ground Services or Ground Handling services of which 02 years in the lost &amp; found section.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes’ of ICAO</p> <p>Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO</p> <p>Knowledge of Baggage Services, Baggage Claims and Proration.</p> <p>Having strong problem solving and decision making skill that able make balanced judgments</p> <p>Good communication and interpersonal skills</p> <p>Able to work efficiently in high pressure environment</p> <p>Good attitude and willing to work hard</p> <p>Good command of spoken and written English</p> <p>Able to work any time in day &amp; night in shift pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>• Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Lost &amp; Found, World Tracer, Baggage Claim &amp; Compensation</li> <li>- Management Course</li> <li>- IATA Courses for Baggage Services</li> </ul>

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
13.	Deputy Manager/ Assistant Manager– Helper Management				<p>a) Minimum 08 years in the Airport Services or Ground Services or Ground Handling services for Deputy Manager and Minimum 05 years for Assistant Manager.</p> <p>b) Jr. Management course completion from BATC</p> <p>New Recruitment: as per company policy and minimum 01 years on job training for assistant manager.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes’ of ICAO</p> <p>Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO</p> <p>Basic Computer literacy.</p> <p>Strong People Management Skill</p> <p>Strong leadership skills</p> <p>Able to motivate team</p> <p>Problem solving skills</p> <p>Knowledge of overall ground service operation, Specially Airside operation</p> <p>Good communication and interpersonal skills</p> <p>Able to work efficiently in high pressure environment</p> <p>Good attitude and willing to work hard</p> <p>Good command of spoken and written English</p> <p>Able to work any time in day &amp; night in shift pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Courses</li> </ul>
14.	Deputy Manager / Assistant Manager – Baggage Area				<p>a) Minimum 08 years in the Airport Services or Ground Services or Ground Handling services for Deputy Manager and Minimum 05 years for Assistant Manager.</p> <p>b) Jr. Management course completion from BATC</p> <p>New Recruitment: as per company policy and minimum 01 years on job training for assistant manager.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes’ of ICAO</p>

					<p>Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO Basic Computer literacy. Strong People Management Skill Strong leadership skills Able to motivate team Problem solving skills Knowledge of overall ground service operation, Specially Airside operation Good communication and interpersonal skills Able to work efficiently in high pressure environment Good attitude and willing to work hard Good command of spoken and written English Able to work any time in day &amp; night in shift pattern. Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Courses</li> </ul>
15.	Deputy Manager/ Assistant Manager – Instructor – BATC				<p>a) Minimum 03 years’ experience in Ground Handling / Airport Services. Weight and Balance trainer must have minimum 03 years working knowledge as a load controller.</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b> Knowledge on ANO &amp; CAR of CAAB and related Annexes’ of ICAO Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO Basic Computer Literacy Capable of conducting classroom training Vast knowledge on ground services operation Good communication and interpersonal skills. Able to work efficiently in high pressure environment. Leadership Skill. Good command of spoken and written English. Good communication, interpersonal &amp; team management skills</p>

					<p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Training</li> <li>- Aviation Security for Ground Operations Management</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Safety Management for Manager</li> <li>- Station Ground Handling Management</li> <li>- Airside Safety</li> <li>- Management Courses</li> <li>- Train the Trainer course and any other Required Courses for Instructors</li> </ul>
16.	Assistant Manager Hotel Accommodation & Ground Feeding				<p>a) Minimum 5 years in the Airport Services or Ground Services or Ground Handling services. b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> as per company policy and 01 years on job training.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Knowledge on passenger services          Knowledge on national &amp; international rules and regulation on disrupted passengers services          Knowledge on various types of flight delay and their consequences          Company rules regarding accommodation &amp; ground feeding          Knowledge of overall ground service operation          Having strong problem solving and decision making skill          Good communication and interpersonal skills          Able to work efficiently in high pressure environment          Good attitude and willing to work hard          Good command of spoken and written English          Able to work any time in day &amp; night in shift pattern.          Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Course</li> </ul>

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
17.	Assistant Manager – DCS & Load Control				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Education:</b> Bachelor degree in Science Background</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO            Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO            Knowledge of Weight &amp; Balance of Aircraft.            Knowledge on Departure Control System (SITA)            Having strong problem solving and decision making skill            Good communication and interpersonal skills            Able to work efficiently in high pressure environment            Good attitude and willing to work hard            Good command of spoken and written English            Leadership qualities and good decision making capabilities            Able to work any time in day &amp; night in shift pattern            Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Training</li> <li>- Basic Weight and Balance</li> <li>- Basic Departure Control System</li> <li>- Aviation Security for Ground Operations Management</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Human Performance Limitation</li> <li>- Required Management Courses</li> </ul>

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
18.	Assistant Manager (Check-in Counter)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC  <b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b>            Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO            Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO            Basic computer literacy.            Knowledge on passenger services            Knowledge on ramp operation            Knowledge on various types of logistics support            Knowledge on various types of operational support            Motivational skills            Problem solving skills            Knowledge of overall ground service operation            Good communication and interpersonal skills            Able to work efficiently in high pressure environment            Good attitude and willing to work hard in            Good command of spoken and written English            Able to work any time in day &amp; night in shift pattern.            Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b>            - Basic Ground Service Course            - Dangerous Goods Regulations for Ground Operations Personnel            - Human Performance Limitation            - Safety Management System (SMS)            - Ramp Safety (Airsides Safety)            - Aviation Security            - Management Courses</p>
19.	Assistant Manager (Transit)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC  <b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b></p>

					<p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Knowledge on passenger services          Knowledge on ramp operation          Knowledge on various types of logistics support          Knowledge on various types of operational support          Motivational skills          Problem solving skills          Knowledge of overall ground service operation          Good communication and interpersonal skills          Able to work efficiently in high pressure environment          Good attitude and willing to work hard in          Good command of spoken and written English          Able to work any time in day &amp; night in shift pattern.          Good communication, interpersonal &amp; team management skills  <b>Training needs: -</b>          - Basic Ground Service Course          - Dangerous Goods Regulations for Ground Operations Personnel          - Human Performance Limitation          - Safety Management System (SMS)          - Ramp Safety (Airside Safety)          - Aviation Security          - Management Courses</p>
20.	Assistant Manager (PCU)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.          b) Jr. Management course completion from BATC  <b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.  <b>Other skills:</b>          Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Knowledge on passenger services          Knowledge on ramp operation          Knowledge on various types of logistics support          Knowledge on various types of operational support          Motivational skills          Problem solving skills          Knowledge of overall ground service operation          Good communication and interpersonal skills</p>



					<p>Able to work efficiently in high pressure environment</p> <p>Good attitude and willing to work hard in</p> <p>Good command of spoken and written English</p> <p>Able to work any time in day &amp; night in shift pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Courses</li> </ul>
21.	Assistant Manager (Gate Service)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO</p> <p>Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO</p> <p>Basic computer literacy.</p> <p>Knowledge on passenger services</p> <p>Knowledge on ramp operation</p> <p>Knowledge on various types of logistics support</p> <p>Knowledge on various types of operational support</p> <p>Motivational skills</p> <p>Problem solving skills</p> <p>Knowledge of overall ground service operation</p> <p>Good communication and interpersonal skills</p> <p>Able to work efficiently in high pressure environment</p> <p>Good attitude and willing to work hard in</p> <p>Good command of spoken and written English</p> <p>Able to work any time in day &amp; night in shift pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground</li> </ul>

					<p>Operations Personnel</p> <ul style="list-style-type: none"> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Courses</li> </ul>
22.	Assistant Manager (Wheelchair Unit)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO</p> <p>Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO</p> <p>Basic computer literacy</p> <p>Knowledge on passenger services</p> <p>Knowledge on ramp operation</p> <p>Knowledge on various types of logistics support</p> <p>Knowledge on various types of operational support</p> <p>Motivational skills</p> <p>Problem solving skills</p> <p>Knowledge of overall ground service operation</p> <p>Good communication and interpersonal skills</p> <p>Able to work efficiently in high pressure environment</p> <p>Good attitude and willing to work hard in</p> <p>Good command of spoken and written English</p> <p>Able to work any time in day &amp; night in shift pattern.</p> <p>Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <ul style="list-style-type: none"> <li>- Basic Ground Service Course</li> <li>- Dangerous Goods Regulations for Ground Operations Personnel</li> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Courses</li> </ul>
23.	Assistant Manager Turn Around Coordinati				<p>a) Minimum 5 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC</p>


	on (Red Cap)				<p><b>New Recruitment:</b> As Per Company policy and 01 years on job training.</p> <p><b>Other Skills:</b>            Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO            Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO            Knowledge on Ramp Operation            Knowledge on ICAO Annexes, IATA standards on ramp operation            Knowledge on local regulations for ramp operations            Strong Leadership            Excellent communication skills            Effective Resource management skills            Good commands in English            Strong interpersonal skills            Good leadership skills            Able to work any time in day &amp; night in shift pattern.            Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b>            - Basic Training for Ground Services            - Aviation Security for Ground Operations Management            - Dangerous Goods Regulations for Ground Operations Personnel (Cat.15)            - Safety Management System (SMS)            - Ramp Safety (Airside Safety)            - Human Performance Limitations            - Ramp Operation            - Turn Around Coordination            - Management Courses</p>
24.	Assistant Manager (Ramp Control)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b>            Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO            Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO            Basic computer literacy.            Knowledge on passenger services            Knowledge on ramp operation            Knowledge on various types of logistics support            Knowledge on various types of operational support            Motivational skills            Problem solving skills            Knowledge of overall ground service operation</p>

					<p>Good communication and interpersonal skills Able to work efficiently in high pressure environment Good attitude and willing to work hard in Good command of spoken and written English Able to work any time in day &amp; night in shift pattern. Good communication, interpersonal &amp; team management skills <b>Training needs: -</b> - Basic Ground Service Course - Dangerous Goods Regulations for Ground Operations Personnel - Human Performance Limitation - Safety Management System (SMS) - Ramp Safety (Airsides Safety) - Aviation Security - Management Courses</p>
25.	Assistant Manager (Ramp Equipment)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services. b) Jr. Management course completion from BATC <b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training. <b>Other skills:</b> Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO Basic computer literacy. Knowledge on passenger services Knowledge on ramp operation Knowledge on various types of logistics support Knowledge on various types of operational support Motivational skills Problem solving skills Knowledge of overall ground service operation Good communication and interpersonal skills Able to work efficiently in high pressure environment Good attitude and willing to work hard in Good command of spoken and written English Able to work any time in day &amp; night in shift pattern. Good communication, interpersonal &amp; team management skills <b>Training needs: -</b> - Basic Ground Service Course - Dangerous Goods Regulations for Ground</p>

					<p>Operations Personnel</p> <ul style="list-style-type: none"> <li>- Human Performance Limitation</li> <li>- Safety Management System (SMS)</li> <li>- Ramp Safety (Airside Safety)</li> <li>- Aviation Security</li> <li>- Management Courses</li> </ul>
26.	Assistant Manager (Lost & Found)				<p>a) Minimum 06 years in the Airport Services or Ground Services or Ground Handling services.</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b></p> <p>Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Basic computer literacy.          Knowledge on passenger services          Knowledge on ramp operation          Knowledge on various types of logistics support          Knowledge on various types of operational support          Motivational skills          Problem solving skills          Knowledge of overall ground service operation          Good communication and interpersonal skills          Able to work efficiently in high pressure environment          Good attitude and willing to work hard in          Good command of spoken and written English          Able to work any time in day &amp; night in shift pattern.          Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b></p> <p>Basic Ground Service Course          Baggage Candling Course          Training on World Tracer          Dangerous Goods Regulations for Ground Operations Personnel          Human Performance Limitation          Safety Management System (SMS)          Ramp Safety (Airside Safety)          Aviation Security          Management Courses</p>

27.	Deputy Manager / Assistant Manager Domestic (HSIA)				<p>a) Minimum 08 years of experience for deputy manager and 05 years for Assistant Manager in the field of Ground Handling/Customer Services/Passenger Services/Ramp Operation/Ground Services/ Quality Management/Safety Management in the airline or in the Ground Handling industry;</p> <p>b) Jr. Management course completion from BATC</p> <p><b>New Recruitment:</b> As per company policy &amp; and minimum 01 years on job training.</p> <p><b>Other skills:</b>          Knowledge on ANO &amp; CAR of CAAB and related Annexes' of ICAO          Knowledge on the standards &amp; recommended practices of IATA, IOSA &amp; ISAGO          Basic computer literacy.          Knowledge on local aviation rules &amp; regulations of CAA          Knowledge on passenger services          Having strong problem solving and decision making          Good communication and interpersonal skills;          Able to work efficiently in high pressure environment;          Good attitude and willing to work hard;          Good command of spoken and written English;          Leadership quality and good decision making capabilities          Able to work any time in day &amp; night in shift pattern.          Good communication, interpersonal &amp; team management skills</p> <p><b>Training needs: -</b>          - Basic Ground Service Training          - Aviation Security for Ground Operations Management          - Dangerous Goods Regulations for Ground Operations Personnel          - Safety Management System (SMS)          - Ramp Safety (Airside Safety)          - Human Performance Limitation          - Required Management Course</p>
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Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
28.	Manager Ground Service PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Ground Service b) Sr. Management course completion from BATC
29.	Dy. Manager Ground Service PG-VII	--	Promotion	--	3 yrs experience as Asst. Manager Ground Service
30.	Asst. Manager Ground Service PG-VI	Max. 30 yrs	Promotion or by Direct Recruitment	a) Graduate in any discipline. b) Result as per common policy.	a) 3 yrs experience as Jr. Ground Service Officer b) Jr. Management course completion from BATC
31.	Jr. Ground Service Officer PG-V	--	Promotion	--	3 yrs experience as Sr. Traffic Asst.
32.	Ground Service Supervisor PG-IV	--	Promotion	--	3 yrs experience as Jr. Traffic Asst.
33.	Ground Service Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate Degree. Result as per common policy. b) Should have thorough knowledge in Microsoft Word c) Well conversant on spoken English d) Minimum 2 month satisfactory training from Biman Training Center	--
34.	Traffic Helper PG-I	Max. 30 yrs	Direct Recruitment	a) S.S.C b) Must be Polite, Active and Healthy c) 1 year experience on heavy weight carrying	--

 <b>Biman</b> BANGLADESH AIRLINES	<b>JOB SPECIFICATION MANUAL</b> <b>CHAPTER 6</b> <b>DIRECTORATE OF CUSTOMER SERVICE</b>	<b>Issue: 03</b> <b>Date: 21 June 2021</b>
		<b>Revision: 0</b> <b>Date:</b>

## 6.2 Flight Service

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	DGM Flight Service PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager under combined seniority list b) Post Graduation
2.	Manager Flight Service PG-VIII	--	Promotion	--	3 yrs experience as Chief Purser
3.	Chief Purser PG-VII	--	Promotion	--	a) 3 yrs experience as Purser b) Sr. Management course completion from BATC
4.	Purser PG-VI	--	Promotion	--	a) 3 yrs experience as Jr. Purser
5.	Jr. Purser PG-V	--	Promotion	--	3 yrs experience as Flight Steward/ Flight Stewardess
6.	Flight Steward PG-IV	19 to 25 years, Affidavit is not acceptable	Direct Recruitment	a) HSC or equivalent, No 3 <sup>rd</sup> Division or equivalent result is acceptable. b) Result: SSC or equivalent minimum GPA 3.0 out of 5.0, HSC or equivalent minimum 3.0 out of 5.0. For 'O' level (Average 5 best subjects) and 'A' level( Average best 2 subjects) minimum 'D' c) Minimum height 168 cm d) Weight: Allowable compared to height i,e BIM(Body Mass Index) Should be within 18.5 to 25.0. e) Swimming is preferable and selected candidates must learn swimming at training period. f) Candidates should be of good health, fluent in English and unmarried. g) Eye sight: 6/6, No spectacles is accepted. h) No GED degree is acceptable. i) 3 months successful training from BATC is required to be a Flight Steward. <b>Recruitment Process:</b> j) Screening (Height, Weight, Medical fitness). k) IQ test-100 marks and pass mark 60% (Needs to pass IQ test to qualify for written test. However, this mark will not be added for final recruitment result). l) m) Written exam- 60 marks. n) Interview (viva voce)- 40 marks o) The candidate must pass in both written and interview. p) The Cabin Crew in Pay Group-IV of Flight Service Department will	--



				<p>be appointed on contractual basis only. The contract will be for 3 (three) years and may be extended maximum of four times with the duration of three years unless placed in higher Pay Group or otherwise terminated in accordance with the provisions of the Contract of Employment. They will not be eligible for permanent absorption in Biman.</p>	
7.	Flight Stewardess PG-IV	19 to 25 years, Affidavit is not acceptable	Direct Recruitment	<p>a) HSC or equivalent, No 3<sup>rd</sup> Division or equivalent result is acceptable.</p> <p>b) Result: SSC or equivalent minimum GPA 3.0 out of 5.0, HSC or equivalent minimum 3.0 out of 5.0.</p> <p>For 'O' level (Average 5 best subjects) and 'A' level (Average best 2 subjects) minimum 'D'</p> <p>c) Minimum height 161 cm</p> <p>d) Weight: Allowable compared to height i.e BIM (Body Mass Index) Should be within 18.5 to 25.0.</p> <p>e) Swimming is preferable and selected candidates must learn swimming at training period.</p> <p>f) Candidates should be of good health, fluent in English and unmarried.</p> <p>g) Eye sight: 6/6, No spectacles is accepted.</p> <p>h) No GED degree is acceptable.</p> <p>i) 3 months successful training from BATC is required to be a Flight Stewardess.</p> <p><b><u>Recruitment Process:</u></b></p> <p>j) Screening (Height, Weight, Medical fitness).</p> <p>k) IQ test-100 marks and pass mark 60% (Needs to pass IQ test to qualify for written test. However, this mark will not be added for final recruitment result).</p> <p>l) Written exam- 60 marks.</p> <p>m) Interview (viva voce)- 40 marks</p> <p>n) The candidate must pass in both written and interview.</p> <p>o) The Cabin Crew in Pay Group-IV of Flight Service Department will be appointed on contractual basis only. The contract will be for 3 (three) years and may be extended maximum of four times with the duration of three years unless placed in higher Pay Group or otherwise terminated in accordance with the provisions of the Contract of Employment. They will not be eligible for permanent absorption in Biman.</p>	--

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
8.	Manager Scheduling & Planning PG-VIII	--	Promotion from Chief Purser	--	a) 3 yrs experience as Chief Purser b) Sr. Management course completion from BATC
9.	Dy. Manager Scheduling & Planning PG-VII	--	Promotion	--	3 yrs experience as Asst. Manager Scheduling
10.	Asst. Manager Scheduling Officer PG-VI	--	Promotion	--	a) 3 yrs experience as Jr. Scheduling Officer b) Jr. Management course completion from BATC
11.	Jr. Scheduling Officer PG-V	--	Promotion	--	3 yrs experience as Scheduling Asst.
12.	Scheduling Asst. PG-IV	Max. 30 yrs	Direct Recruitment	vii) Graduate in any discipline. viii) Result: Minimum GPA: SSC or equivalent minimum GPA 3.0 out of 5.0, HSC 3.0 out of 5.0, Minimum CGPA : Graduation 3.0 out of 4 x) For 'O' level: Average 'C' in best five subjects. For 'A' level: Average 'C' in best two subjects. k) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. ki) No GED degree is acceptable. kii) Incumbent will be absorbed after completion required training	--

### 6.3 Ground Support Equipment

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM GSE PG-X	--	Promotion	As per GSEOM	a) 2 years 6 months experience as Deputy General Manager under combined seniority list. b) Post Graduation or BSC Engineering.
2	DGM GSE, Operation PG-IX	--	Promotion	As per GSEOM	a) 2 years 6 months experience as Manager under combined seniority list b) Post Graduation or BSC Engineer
3	DGM GSE, Maintenance PG-IX	--	Promotion	As per GSEOM	a) 2 years 6 months experience as Manager under combined seniority list b) BSC Engineer
4	Manager GSE, Planning PG-VIII	--	Promotion	As per GSEOM	a) 3 years' experience as Dy. Manager, GSE b) Sr. Management course completion from BATC c) B. Sc Engineer
5	Manager GSE, Quality Control PG-VIII	--	Promotion	As per GSEOM	a) 3 years' experience as Dy. Manager, GSE b) Sr. Management course completion from BATC c) B. Sc Engineer
6	Manager GSE, Operation PG-VIII	--	Promotion	As per GSEOM	a) 3 years' experience as Dy. Manager, GSE b) Sr. Management course completion from BATC
7	Manager GSE, Cargo Affairs PG-VIII		Promotion	As per GSEOM	a) 3 years' experience as Dy. Manager, GSE b) Sr. Management course completion from BATC
8	Manager GSE, Maintenance PG-VIII	--	Promotion	As per GSEOM	a) 3 years' experience as Dy. Manager, GSE b) Sr. Management course completion from BATC c) B. Sc Engineer

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
9	Dy. Manager, Planning, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
10	Dy. Manager, Quality Control, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
11	Dy. Manager, Licensing & Training, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
12	Dy. Manager, Preventive maintenance, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
13	Dy. Manager, Running maintenance, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
14	Dy. Manager, Spares and Inventory Control, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC c) BSC Engineer
15	Dy. Manager, Maintenance Control, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
16	Dy. Manager, EPA, FCHU, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
17	Dy. Manager, Special Handling and Operations, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
18	Dy. Manager, Ramp and Engineering Operation, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC
19	Dy. Manager, Cargo Equipment and Claim, GSE PG-VII	--	Promotion	As per GSEOM	a) 3 years' experience as Assistant Manager, GSE b) Sr. or Jr. Management course completion from BATC

S1 p.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2		4	5	6
20	Assistant Manager, Planning, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Planning/Training, GSE b) Completion of Jr. Management Course
21	Assistant Manager, IOSA, ISAGO, AOC, ANO and other audits and manuals, GSE PG-VI	Max.30 Yrs.	Direct Recruitment	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
22	Assistant Manager, Maintenance Quality Control, GSE PG-VI	Max.30 Yrs.	Direct Recruitment	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
23	Assistant Manager, Licensing & Training, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Training/Planning, GSE b) Completion of Jr. Management Course
24	Assistant Manager, Preventive Maintenance, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma engineering from reputed Institute.
25	Assistant Manager, Running Maintenance, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma Engineering from reputed institute.

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
26	Assistant Manager, Electrical & Electronics Shop, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma Engineering from reputed institute.
27	Assistant Manager (Welding, Carpentry, Paint, Tools Store), GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma Engineering from reputed institute.
28	Assistant Manager, Engine Shop, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma Engineering from reputed institute.
29	Assistant Manager, Bench Fitting Shop/Non-Motor Shop, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma Engineering from reputed institute.
30	Assistant Manager, ULD Shop, GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE b) Completion of Jr. Management Course c) Diploma Engineering from reputed institute.
31	Assistant Manager (AC Unit, Tyre) GSE PG-VI	Max.30 Yrs.	Promotion/ Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	a) 3 Years' experience as Jr. Officer, Maintenance, GSE d) Completion of Jr. Management Course e) Diploma Engineering from reputed institute.
32	Assistant Manager, Equipment Performance Analysis, GSE PG-VI	Max.30 Yrs.	Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
33	Assistant Manager, FCHU, GSE PG-VI	Max.30 Yrs.	Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
34	Assistant Manager, Special Handling and Operations Management, GSE PG-VI	Max.30 Yrs.	Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
35	Assistant Manager, Ramp & Engineering Operation, GSE PG-VI	Max.30 Yrs.	Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
36	Assistant Manager, Cargo Export, GSE PG-VI	Max.30 Yrs.	Direct Recruitment (Male)	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
37	Assistant Manager, Cargo Import, GSE PG-VI	Max.30 Yrs.	Direct Recruitment	At least graduate degree in the field of Mechanical Engineering/Electrical and Electronics Engineering/Automobile Engineering/ Industrial & Production Engineering/ Mechatronics Engineering;	--
38	Jr. Officer Planning, GSEPG-V	Max.30 Yrs.	Recruitment/ Promotion	M Sc. in Physics/Applied Physics/Math/ Statics/ Economics	3 Years' experience as Sr. Planning Assistant (PG-IV), GSE
39	Jr. Officer Licensing, GSEPG-V	--	Promotion	--	3 Years' experience as Sr. Planning Assistant (PG-IV), GSE
40	Jr. Officer Training, GSEPG-V	Max.30 Yrs.	Recruitment	M Sc. in Physics/Applied Physics/Math/ Statics/ Economics	
41	Sr. Planning Assistant, GSEPG-IV	--	Promotion	--	3 Years' experience as Planning Assistant PG-III(ii), GSE
42	Planning Assistant, GSM PG-III(ii)	Max.30 Yrs	Recruitment	a) B Sc. in Physics/Applied Physics/Math/ Statics/Economics	--
43	Jr. Officer Maintenance (Electrical), GSE PG-V	--	Promotion	--	3 Years' experience as Sr. Electrician (PG-IV), GSE

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
44	Jr. Officer Maintenance (Mechanical/Engine), GSEPG-V	--	Promotion	--	3 Years' experience as Sr. Mechanics (PG-IV), GSE
45	Jr. Officer Maintenance (Bench Fitter/Non-Motor), GSE PG-V	--	Promotion	--	3 Years' experience as Sr. Bench Fitter/Non-Motor (PG-IV), GSE
46	Jr. Officer Maintenance (ULD), GSE PG-V	--	Promotion	--	3 Years' experience as Sr. Mechanic ULD (PG-IV), GSE
47	Jr. Officer Maintenance (Tyre), GSE PG-V	--	Promotion	--	3 Years' experience as Sr. Mechanic Tyre (PG-IV), GSE
48	Jr. Officer Maintenance (AC), GSE PG-V	--	Promotion	--	3 Years' experience as Sr. Mechanic AC (PG-IV), GSE
49	Sr. Electrician (Electrical), GSE PG-IV	--	Promotion	--	3 Years' experience as Electrician (PG-III(ii)), GSE
50	Sr. Mechanic (Mechanical/Engine), GSEPG-IV	--	Promotion	--	3 Years' experience as Mechanic (PG-III(ii)) GSE
51	Sr. Bench Fitter, GSE PG-IV	--	Promotion	--	3 Years' experience as Bench Fitter/Non-Motor (PG-III(ii)), GSE
52	Sr. Mechanic (ULD), GSEPG-IV	--	Promotion	--	3 Years' experience as Mechanic (ULD) (PG-III(ii)), GSE
53	Sr. Mechanic (Tyre), GSEPG-IV	--	Promotion	--	3 Years' experience as Mechanic (Tyre) (PG-III(ii)), GSE
54	Sr. Mechanic (AC), GSEPG-IV	--	Promotion	--	3 Years' experience as Mechanic AC (PG-III(ii)), GSE
55	Sr. Welder, GSE PG-IV	--	Promotion	--	3 Years' experience as Welder (PG-III(ii)), GSE
56	Sr. Carpenter, GSE PG-IV	--	Promotion	--	3 Years' experience as Carpenter, (PG-III(ii)), GSE
57	Sr. Painter, GSE PG-IV	--	Promotion	--	3 Years' experience as Painter (PG-III(ii)), GSE
58	Sr. Mechanic (Tools Store), GSE PG-IV	--	Promotion	--	3 Years' experience as Mechanic (Tools Store), (PG-III(ii)), GSE
59	Electrician (Electrical), GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Electrician (PG-III(i)), GSE
60	Mechanic (Mechanical/Engine), GSEPG-3I(ii)	--	Promotion	--	3 Years' experience as Jr. Mechanic (PG-III(i)) GSE
61	Bench Fitter, GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Bench Fitter/Non-Motor (PG-III(i)), GSE
62	Mechanic (ULD), GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Mechanic (ULD) (PG-III(ii)), GSE
63	Mechanic (Tyre), GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Mechanic (Tyre) (PG-III(i)), GSE
64	Mechanic (AC), GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Mechanic AC (PG-III(i)), GSE
65	Welder, GSEPG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Welder, (PG-III(i)), GSE
66	Carpenter, GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Carpenter, (PG-III(i)), GSE
67	Painter, GSE PG-3(ii)	--	Promotion	--	3 Years' experience as Jr. Painter, (PG-III(i)), GSE




Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
68	Jr. Mechanic (Tools Store), GSE PG-3(i)	Max.30 Yrs.	Recruitment	a) Minimum 04(Four) years Diploma Engineering from any polytechnic institute b) S.S.C. minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0. c) Should have knowledge on computer d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--
69	Jr. Electrician (Electrical), GSE PG-III(i)	Max.30 Yrs.	Recruitment	g) 4 years duration diploma in Electrical / Electronics / Power/Mechatronics h) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0. i) Should have knowledge on computer j) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--
70	Jr. Mechanic (Mechanical/Engine) GSE PG-III(i)	Max.30 Yrs.	Recruitment	f) 4 years duration diploma in Mechanical/Mechatronics Engineering. g) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0. h) Should have knowledge on computer	--

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
71	Jr. Bench Fitter, GSE PG-III(i)	Max.30 Yrs.	Recruitment	a) Minimum H.S.C or equivalent. b) 01 (One) year Trade Course Certificate on related trade from any Govt. recognized Institute with 02 (Two) year work experience or minimum 2(Two) years Diploma/Trade Course in Engineering on related subject from any Govt. recognized Institute. c) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--
72	Jr. Mechanic (ULD), GSE PG-III(i)	Max.30 Yrs.	Recruitment	a) 4 years duration diploma in Mechanical Engineering. b) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0. c) Should have knowledge on computer	--
73	Jr. Mechanic (Tyre), GSE PG-III(i)	Max.30 Yrs.	Recruitment	a) Minimum S.S.C b) 2 yrs experience on tyre and tube repair	--
74	Mechanic (AC), GSE PG-III(i)	Max.30 Yrs.	Recruitment	f) 4 years duration diploma in Air-condition/ Refrigeration/ Mechanical. g) Result S.S.C. or equivalent minimum GPA 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum CGPA 2.8 out of 4.0. h) Should have knowledge on computer. i) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
75	Jr. Welder, GSE PG-III(i)	Max.30 Yrs.	Recruitment	a) Minimum H.S.C or equivalent. b) 01 (One) year Trade Course Certificate on related trade from any Govt. recognized Institute with 02 (Two) years' work experience or minimum 2(Two) years Diploma/Trade Course in Engineering on related subject from any Govt. recognized Institute. c) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--
76	Carpenter, GSE PG-III(i)	Max.30 Yrs.	Recruitment	a) Minimum H.S.C or equivalent. b) 01 (One) year Trade Course Certificate on related trade from any Govt. recognized Institute (Artisan Certificate will be given preference) with 02 (Two) years work experience or minimum 2(Two) years Diploma/Trade Course in Engineering on related subject from any Govt. recognized Institute. c) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--

S/No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
77	Jr. Painter, GSE PG-III(i)	Max.30 Yrs.	Recruitment	a) Minimum H.S.C or equivalent. b) 01 (One) year Trade Course Certificate on related trade from any Govt. recognized Institute (Artisan Certificate will be given preference) with 02 (Two) year work experience or minimum 2(Two) years Diploma/Trade Course in Engineering on related subject from any Govt. recognized Institute. c) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.	--
78	Jr. Officer, Operations, GSE PG-V	--	Promotion	--	3 Years' experience as Sr. Operator, (PG-IV), GSE
79	Sr. Operator/Sr. Assistant EPA, GSE PG-IV	--	Promotion	--	3 Years' experience as Operator, (PG-III(ii)), GSE
80	Operator, GSE PG-III(ii)	--	Promotion	--	3 Years' experience as Jr. Operator, (PG-III(i)), GSE
81	Jr. Operator, GSE PG-III(i)	--	Recruitment	a) Minimum: Higher Secondary Certificate (HSC) b) Valid Driving License from Bangladesh Road Transport Authority c) 03 (three) years driving experience	--

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#### 6.4 BFCC

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	General Manager, BFCC PG-X	--	Promotion	--	2 yrs 6 months experience as DGM under combined seniority list
2.	Dy. General Manager, BFCC PG-IX	--	Promotion	--	a) 2 yrs 6 months experience as Manager under combined seniority list b) b) Post Graduation
<b>Administration</b>					
Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Administration PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Admin b) Sr. Management course completion from BATC.
2.	Dy. Manager admin PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Admin b) Jr. Management course completion from BATC.
3.	Asst. Manager Admin PG-VI	Maximum 30 years.	Promotion/ Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer Admin b) Jr. Management course completion from BATC.
4.	Jr. Officer Admin PG-V	--	Promotion		a) 3 yrs experience as Admin. Supervisor b) Office Management course completion from BATC.
5.	Admin Supervisor PG-IV	--	Promotion	--	3 yrs experience as Admin. Asst.
6.	Admin Asst. PG-3(II)	Maximum 30 years.	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	

7.	Asst. Manager (Training) PG-VI	Maximum 30 years.	Promotion/ Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer Admin b) Jr. Management course completion from BATC.
8.	Supervisor (Training) PG-IV	--	Promotion	--	3 yrs experience as Admin Asst./Asst. Training.
9.	Asst. (Training) PG-3(II)	Maximum 30 years.	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--
10.	Tailor PG-3(II)	Maximum 30 years.	Recruitment	a) S. S. C. b) Must have three years' experience in Tailoring job.	--
11.	Communication Asst. PG-3(II)	Maximum 30 years.	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer. d) Good command in spoken English and Bengali. e) Two years' experience in operating PABX system in any reputed organization. f) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. g) No GED degree is acceptable.	--

**Security**

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Asst. Manager Security PG-VI	--	Promotion	--	a) 3 yrs experience as Jr. Officer Security. b) Jr. Management course completion from BATC.
2.	Jr. Officer Security PG-V	--	Promotion	--	3 yrs experience as Security Supervisor.
3.	Security Supervisor PG-IV	--	Promotion	--	3 yrs experience as Security Assistant.

4.	Security Assistant PG-3(II)	Maximum 30 Years, Relax able up to 40 years in case of Ex-Defense personnel.	Recruitment	a) Graduate in any discipline. b) Result: As per common policy. or Ex-Defense Personnel (N.C.O) of minimum rank of corporal. b) Should have knowledge on Computer. c) <b>Physical fitness:</b> i) <b>Height</b> Male - Minimum 1.68 Meter (5'-6"). Female: Minimum 1.63 Meter (5'-4"). ii) <b>Weight:</b> Male - Male - Minimum 50 Kg (110 lb.) Female: Minimum 45 Kg. (100 lb.) iii) <b>Chest:</b> Male- Normal 0.8128 meter (32") minimum. Expansion 0.8636 meter (34") minimum Female -Normal 0.84 meter (32") minimum. Expansion 0.90 meter (35.43") minimum	--
<b>Finance</b>					
SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Finance PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Finance b) Sr. Management course completion from BATC.
2.	Dy. Manager Finance PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Accounts b) Jr. Management course completion from BATC.
3.	Asst. Manager Accounts PG-VI	Maximum 32 years.	Promotion/ Recruitment	a) Graduate in Accounts/Finance/Banking/Insurance from a recognized university. or Graduation in any discipline from a recognized university CGPA 3.0 with CA (Inter)/ICMA (Inter) Pass. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable. ** For CA (Inter)/ICMA(Inter) candidate age will be extended 03 years and he will be placement for the higher post.	a) 3 yrs experience as Jr. Officer Accounts b) Jr. Management course completion from BATC.
4.	Jr. Officer Accounts PG-V	--	Promotion	--	3 yrs experience as Accounts Supervisor

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
5.	Accounts Supervisor PG-IV	--	Promotion	--	3 yrs experience as Accounts Assistant
6.	Accounts Assistant PG-3(II)	Maximum 30 years.	Recruitment	a) Graduate in Commerce/Business Administration/Business Studies. b) Result: As per common policy. c) Should have knowledge on Computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--

**Store & Purchase**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Stores & Purchase PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Stores & Purchases b) Sr. Management course completion from BATC.
2.	Dy. Manager Stores & Purchase PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Stores & Purchases b) Jr. Management course completion from BATC.
3.	Asst. Manager Stores & Purchase PG-VI	--	Promotion/ Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer Stores & Purchases b) Jr. Management course completion from BATC.
4.	Jr. Officer Stores & Purchase PG-V	--	Promotion	--	3 yrs experience as Store Supervisor
5.	Store Supervisor PG-IV	--	Promotion	--	3 yrs experience as Store Keeper




6.	Store Keeper PG-3(II)	Maximum 30 years.	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--
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**Information Technology**

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Dy. Manager IT PG-VII	--	Promotion	--	a) 3 yrs experience as Dy. Manager IT b) Jr. Management course completion from BATC.
2.	Asst. Manager IT PG-VI	Maximum 40 years.	Recruitment	a) BSc in Computer Engineering/Computer Science/IT/ICT. b) Result: As per common policy. c) Must have at least 10 years practical experience with sufficient/proven knowledge and skill sets in necessary Programming Languages, Database Software Development and Maintenance, Database Server Administration, Mail & Web Server Administration, Network Administration, Online System Development and Maintenance, in both Linux and other necessary Operating Systems. Other IT Services as required/assigned. d) Good Command in English Language e) Must have typing speed of 100 Keys per minute in English and 70 Keys per minute in Bangla.	--
3.	IT Asst. PG-3(II)	Maximum 30 years.	Recruitment	a) Graduate in Science or Commerce. b) Result: As per common policy. c) Must have at least 3 years practical experience with sufficient/proven knowledge in Network Administration, Computer Hardware and Software regarding Installation, Maintenance, Repair and Trouble Shooting, d) Must have typing speed of 100 Keys per minute in English and 70 Keys per minute in Bangla.	--

**Operation**

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Operation PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Operation b) Sr. Management course completion from BATC.
2.	Dy. Manager Operation PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Operation b) Jr. Management course completion from BATC.
3.	Asst. Manager Operation PG-VI	Maximum 30 years.	Promotion/ Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer Operation b) Jr. Management course completion from BATC.
4.	Jr. Officer (Operation) PG-V	--	Promotion	--	3 yrs experience as Sr. Asst. Operation
5.	Sr. Asst. (Operation) PG-IV	--	Promotion	--	3 yrs experience as Jr. Asst. Operation
6.	Jr. Asst. (Operation) PG-3(II)	Maximum 30 years.	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Height- Male: 5'-6" & Female: 5'-4". d) Should have knowledge on Computer. e) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. f) No GED degree is acceptable. g) After required training will be absorbed.	--
7.	Vehicle Operator PG -3(I)	Maximum 30 years. Relax able up to 40 years in case of Ex-Defense personnel.	Direct Recruitment	a) H.S.C or equivalent. b) Result: As per common policy. c) Driving License on Heavy Vehicles. d) 05 years driving experience.	--

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### Food Safety & Hygiene

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager (Food Safety & Hygiene) PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Food Safety & Hygiene b) Sr. Management course completion from BATC.
2.	Dy. Manager (Food Safety & Hygiene) PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Food Safety Hygiene b) Jr. Management course completion from BATC.
3.	Asst. Manager (Food Safety & Hygiene) PG-VI	Maximum 30 years.	Recruitment	a) B. Sc. in Microbiology (4 years duration). b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) Experience in relevant field will be given preference. e) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. f) No GED degree is acceptable.	--
4.	Hygiene Supervisor PG-IV	--	Promotion	--	3 yrs experience as Hygiene Asst.
5.	Hygiene Asst. PG-3(II)	30 years	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. No GED degree is acceptable.	--

### Maintenance & Project

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager (Maintenance & Project) PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Maintenance b) Sr. Management course completion from BATC.
2.	Dy. Manager Maintenance PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager Maint.(Elect./Mech./AC/Civil)

					b) Jr. Management course completion from BATC.
3.	Asst. Manager Maint. (Elect./Mech./AC/Civil) PG-VI	Maximum 32 years.	Promotion/ Recruitment	a) 04 years B.Sc. Engineering. (Mechanical/Electrical & Electronics). b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) Two years experience in maintaining Air Conditioning, Refrigeration and electrical installations. e) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. f) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer Maintenance (Elect./AC/Mech.) b) Jr. Management course completion from BATC.
4.	Jr. Officer Maintenance PG-V	--	Promotion/ Recruitment	a) 04 years B.Sc. Engineering. (Mechanical/Electrical & Electronics). b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) Two years experience in maintaining Air Conditioning, Refrigeration and electrical installations. e) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. f) No GED degree is acceptable.	3 yrs experience as Maintenance Supervisor
5.	Maint. Supervisor PG-IV	--	Promotion	--	3 yrs experience as Sr. Electrician/Air Condition Mechanic/ General Technician.
6.	Store Supervisor PG-IV	--	Promotion	--	3 yrs experience as Store Keeper
7.	Sr. Electrician PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Electrician.
8.	Air Condition Mechanic PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Air Condition Mechanic.
9.	General Technician PG-3(II)	--	Promotion	--	3 yrs experience as Jr. General Technician
10.	Store Keeper (Maintenance) PG-3(II)	Maximum 30 years.	Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--

11.	Auto Mechanic PG-3(II)	Maximum 30 years.	Recruitment	a) H. S. C. or equivalent. b) Result: As per common policy. c) Should have knowledge on Computer. d) Trade course certificate in Automobile from any Govt. recognized institute. e) Must have 03 years experience in related trade. f) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. g) No GED degree is acceptable.	--
12.	Jr. Electrician PG-3(I)	Maximum 30 years.	Recruitment	a) H.S.C. or equivalent. b) 'C' class Electric license from Govt. Electricity licensing Board. c) Must have 02 years experience in electric works in any reputed organization. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--
13.	Jr. Air Condition Mechanic PG-3(I)	Maximum 30 years.	Recruitment	a) H.S.C. or equivalent. b) Trade course certificate in Air Con/Refrigeration from Govt. recognized institute. c) Must have 02 years experience in the related field. In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. d) No GED degree is acceptable.	--
14.	Jr. General Technician PG-3(I)	Maximum 30 years.	Recruitment	a) H.S.C. or equivalent. b) Trade course certificate in Carpentry/plumbing/welding/painting from Govt. recognized institute. c) Must have 03 (three) years experience in related filed d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--

**Production**


SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager Catering , Production & Menu Planning PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager (Catering, Coordination & Menu Plng.) b) Sr. Management course completion from BATC.
2.	Dy. Manager (Catering, Coordination & Menu Plng.) PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager (Catering Services & Coordination)/Asst. Manager Menu Planning. b) Jr. Management course completion from BATC.
3.	Asst. Manager (Catering Services & Co-Ordination) PG-VI	Maximum 32 years.	Promotion/ Recruitment	a) Graduate in any discipline. b) Result: As per common policy. c) Diploma/Trade Course in Catering Management will be given preference. d) At least 3 years experience in Officer capacity in Catering Management in International Hotel/ Catering establishment. e) Should have knowledge on Computer literacy & English proficiency. f) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. g) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer (Catering Services & Coordination) b) Jr. Management course completion from BATC.
4.	Jr. Officer (Catering Services & Co-ordination) PG-V	--	Promotion	--	3 yrs experience as Sr. Asst. (Catering Services & Coordination)
5.	Sr. Asst. (Catering Services & Co-ordination) PG-IV	--	Promotion	--	3 yrs experience as Jr. Asst. (Catering Services & Coordination)
7.	Jr. Asst. (Catering Services & Co-ordination) PG-3(II)	Maximum 30 years.	Recruitment	a) Graduate in any discipline. b) Result: As per common policy. c) Trade course certificate in Food & Beverage (Parjaton/Dhaka Polytechnic Institute/BIAM or Equivalent) and experience in the related field in Hotel. d) Diploma/Trade Course in Catering Management will be given preference. e) At least 3 years experience in Officer capacity in Catering Management in International Hotel/ Catering establishment. f) Should have knowledge on Computer. g) In case of any equivalent degree from other systems not mentioned above, equivalence	--

				certificate including equivalent GPA/CGPA from education Board/UGC is required. h) No GED degree is acceptable.	
8.	Asst. Manager Menu Planning PG-VI	Maximum 32 years.	Promotion/ Recruitment	a) B.Sc. in Food & Nutrition or Applied Nutrition. b) Result: As per common policy. c) At least 3 years experience in menu planning as Officer Capacity in any International Hotel/ Catering establishment. d) Should have knowledge on Computer literacy & English proficiency. e) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. f) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer Menu Planning b) Jr. Management course completion from BATC.
9.	Jr. Officer Menu Planning PG-V	--	Promotion	--	a) 3 yrs experience as Menu Planning Asst.
10.	Menu Planning Asst. PG-IV	Maximum 30 years.	Recruitment	a) B. Sc. in Food & Nutrition or Applied Nutrition. b) Result: As per common policy. c) Must have knowledge in computer. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. e) No GED degree is acceptable.	--
11.	Executive Chef PG-VIII/SPL	Maximum 50 years.	Promotion/ Recruitment	a) HSC or equivalent with an Associate Degree or Bachelor Degree in the Culinary Arts or a related field (formal culinary education) b) Job Skills: i. Ability to cook meals according to detailed specifications ii. Excellent time management skills required. iii. Ability to handle multiple tasks without losing focus on priorities. iv. Strong organizational, analytical, communication and leadership skills. v. Ability to train others required. vi. Basic Computer skills required. vii. Must have thorough knowledge about multi cuisine; multi-lingual a plus. c) Work Experience i. Minimum 05 years as a Sous Chef/Executive Chef required (It can be relaxed for extraordinary candidate). ii. Minimum 05 years supervisory experience in a high volume, food production facility in international flight kitchen of reputed hotel (Minimum 4 star standard	a) 3 yrs experience as Chef b) Sr. Management course completion from BATC.

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
12.	Chef PG-VII/SPL	Maximum 45 years.	Promotion/ Recruitment	a) H.S.C. or equivalent with an Associate Degree or Bachelor Degree in the Culinary Arts or a related field (formal culinary education). b) Job Skills: i. Ability to cook meals according to detailed specifications ii. Excellent time management skills required. iii. Ability to handle multiple tasks without losing focus on priorities; iv. Strong organizational, analytical, communication and leadership skills; v. Ability to train others required. vi. Basic computer skills required. vii. Must have thorough knowledge about multi cuisine; multi-lingual a plus. c) Work Experience: i. Minimum 05 years as a Sous Chef. ii. Minimum 01 year as a Chef required (It can be relaxed for extraordinary candidate). iii. Minimum 03 years supervisory experience in a high volume, food production facility in International flight kitchen of reputed hotel (Minimum 4 Star standard)	3 yrs experience as Sous Chef
13.	Sous Chef PG-VI	Maximum 40 years.	Promotion/ Recruitment	a) H.S.C. or equivalent with an Associate Degree/Diploma (or equivalent) in the Culinary Arts or a related field (formal culinary education). b) Work Experience: i. Minimum 05 years as a Chef De Party (Kitchen) required (Minimum recognized international 4 star hotel.) ii. Minimum 01 year as a Sous Chef required (It can be relaxed for extraordinary candidate). iii. Minimum 03 years supervisory experience in food production facility in International flight kitchen of reputed hotel (Minimum 4 Star standard). c) Job Skill: i. Proven skill and expertise on preparation of menu and meals of renowned cuisine. ii. Produce high quality dishes that follow up the established menu level up to customer's requirements. iii. Plan the food design in order to create a perfect match between the dish's aspect and taste. iv. Train the Kitchen staff in order to provide best results in minimum time and using at the maximum the available resources. v. Maintain order and discipline in the kitchen during working hours. vi. Make sure the hygiene and food safety	a) 3 yrs experience as Chef De' Party (Kitchen) b) Associate Degree/Diploma (or equivalent) in the Culinary Arts or a related field (formal culinary education). c) Jr. Management course completion from BATC.



				standards are met in all stages of food preparation, starting with the ingredients and ending with the finished dish. vii. Leadership quality, monitoring skill, time management, management of resources, good communication skill, computer skill-the Sous Chef is responsible for the entire activities in the kitchen.	
14.	Chef De' Party(Kitchen) PG-V	--	Promotion	--	3 yrs experience as Commis-I (Kitchen)
15.	Commis-I (Kitchen) PG-IV	--	Promotion	--	3 yrs experience as Commis-II (Kitchen)
16.	Commis-II (Kitchen) PG-3(II)	--	Promotion	--	3 yrs experience as Commis-III (Kitchen)
17.	Commis-III (Kitchen) PG-3(I)	Maximum 30 years.	Recruitment	a) H.S.C. b) Trade course certificate in Food & Beverage from a recognized institute (Projoton/ Polytechnic/ Biam or City & Guilds or Equivalent) c) Higher Qualification & experience as Commis (Cook) in any reputed Catering Establishment/ Hotel (1st Class) will be given preference.	--
18.	Pastry Chef PG-VI	Maximum 40 years.	Recruitment or Promotion	a) Minimum H.S.C. and Diploma in Bakery & Pastry. b) At least 10 years experience in airlines catering minimum 3 star hotels of which minimum 5 years as chef D' Party (Bakery). c) Must be skilled and experienced in preparing different cuisine cake, desert, snacks, bread variety etc. d) Produce high quality dishes that follow up the established menu level up to customer's requirements. e) Ensuring proper and maximum use of raw materials & preventing wastage. f) Plan the food design in order to create a perfect match between the dish's aspect and taste. g) Train the Bakery staff in order to provide best results in minimum time and using at the maximum the available resources. h) Maintain order and discipline in the kitchen during working hours. i) Make sure the hygiene and food safety standards are met in all stages of food preparation, starting with the ingredients and ending with the finished dish. j) Leadership quality, monitoring skill, time management, management of resources, good communication skill, computer skill-the Pastry Chef is responsible for the entire activities in the Bakery.	a) 3 yrs experience as Chef De' Party (Bakery) b) Jr. Management course completion from BATC.
19.	Chef De' Party(Bakery) PG-V	--	Promotion	--	3 yrs experience as Commis-I (Bakery)

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20.	Commis-I (Bakery) PG-IV	--	Promotion	--	3 yrs experience as Commis-II (Bakery)
21.	Commis-II (Bakery) PG-3(II)	--	Promotion	--	3 yrs experience as Commis-III (Bakery)
22.	Commis-III (Bakery) PG-3(I)	Maximum 30 years.	Recruitment	a) H.S.C. b) Trade course certificate in Bakery & Pastry from a recognized institute (Projoton/ Polytechnic/ Biam or City & Guilds or Equivalent). c) Higher Qualification & experience as Commis (Cook) in any reputed Catering Establishment/ Hotel (1st Class) will be given preference.	--


### EMP & P

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Manager EMP&P PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager EMP&P b) Sr. Management course completion from BATC.
2.	Dy. Manager EMP&P PG-VII	--	Promotion	--	a) 3 yrs experience as Asst. Manager EMP&P b) Jr. Management course completion from BATC.
3.	Asst. Manager EMP&P PG-VI	Maximum 30 years.	Promotion/ Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	a) 3 yrs experience as Jr. Officer EMP&P b) Jr. Management course completion from BATC.
4.	Jr. Officer EMP&P PG-V	Maximum 30 years.	Direct Recruitment	a) Graduation in any discipline. b) Result: As per common policy. c) Should have knowledge on Computer literacy & English proficiency. d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--

**CHAPTER 7  
 FINANCE**
**7.1 Finance**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	General Manager (Accounts & Finance)/ GM Internal Audit/GM Cost./Budget, FMIS & MAES PG-X	--	Promotion	--	5 yrs. experience as DGM Finance/ Internal Audit PG-IX with Graduation or 2 yrs. 6 months experience as DGM Finance/Internal Audit PG-IX with CA/ICMA/MBA(Finance/Accounts)/Aerospace MBA
2.	DGM Accounts/ Internal Audit PG-IX	--	Promotion	--	5 yrs. experience as Manager Finance/ Internal Audit PG-VIII with Graduation or 2 yrs. 6 months experience as Manager Finance/Internal Audit PG-VIII with CA/ICMA/MBA(Finance/Accounts)/Aerospace MBA
3.	Manager Accounts PG-VIII	Max. 45 yrs	Promotion or by Direct Recruitment	a) ACA/ACMA/MBA (Accounting/Finance) b) 6 years' experience as Sr.Executive (Manager) in related accounts and finance from any reputed organization c) Should have knowledge on computer based accounting	a) 3 yrs. experience as Dy. Manager Accounts b) Sr. Management course completion from BATC
4.	Deputy Manager Accounts PG-VII	--	Promotion	--	3 yrs experience as Asstt Manager Accounts

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
5.	Asst Manager Accounts PG-VI	Max. 30 yrs *	Promotion or by Direct Recruitment	a) Masters in Accounting/Finance/Banking with CGPA 3.3 3.25 or CA Application Level Qualified /ICMA Management Level Qualified with CGPA 3.0 in graduation in any discipline. b) Experience on relevant field will be given preference. c) Result as per common policy.	a) 3 yrs experience as Jr. Accounts Officer b) Jr. Management course completion from BATC/Orientation course completed from BATC (Treated as Jr. Management Course) for direct recruitment of PG-VI.
* With CA Application Level Qualified /ICMA Management Level Qualified the age limit of candidate may be consider should be 3 years normal entry age limit with one step higher position.					
6.	Jr. Accounts Officer PG-V	--	Promotion	--	3 yrs experience as Accounts Supervisor
7.	Accounts Supervisor PG-IV	--	Promotion	--	3 yrs experience as Accounts Asst.
8.	Accounts Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in Commerce. b) Result as per common policy.	--

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**CHAPTER 8**  
**ENGINEERING & MATERIAL MANAGEMENT**

**8.1 Engineering Production**


Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Chief Engineer (Engineering Production) PG- CE Grade	-	Promotion	-	a) 02 (Two) years and 06 (Six) months experience as Dy. Chief Engineer (Line /Base /Component Maint.) b) Must be fulfilled CAAB related requirements.
2	Deputy Chief Engineer (Line / Base) PG-DCE Grade	-	Promotion	-	a) 3 years experience as Principal Engineer in Line A, B, C, D/ Base/ Chottagram/ Sylhet/MCC/MSS/Cabin/ Customer Aircraft/IFE/Competency Assessment b) Have at least 10 yrs of maintenance experience as Type rated B1 /B2/Class-1 approval (Line /Base /Component Maint.)
3	Deputy Chief Engineer (Component Maintenance) PG-DCE Grade	-	Promotion	-	a) 3 years experience as Principal Engineer in Engineering Production b) Have at least 10 yrs of maintenance experience as Type rated B1 /B2/Class-1 approval (Line /Base /Component Maint.)
4	Principal Engineer (Line A, B, C, D/ Base/ Chottagram/ Sylhet/MCC/ MSS/Cabin/ Customer Aircraft/IFE/ Competency Assessment) PG-P.E. Grade	-	Promotion	-	a) 3 Years experience as Engineer Officer with Three Type Rated B1/B2/ Class-1 Approval (3 <sup>rd</sup> License Bar crossed). b) Sr. Management course completion from BATC.
5	Principal Engineer (Aerospace/ Avionics) Component Maintenance shop) PG-PE Grade	-	Promotion	-	a) 3 Years experience as Engineer Officer in any aerospace/ avionics Component Maintenance shop with Three Class-I approval ( 3 <sup>rd</sup> license Bar crossed). b) Sr. Management course completion from BATC.
6	Principal Engineer (IFE) PG-P.E. Grade	-	Promotion	-	a) 3 Years experience as Engineer Officer. b) Three Type Rated-B2 License with 3 <sup>rd</sup> License Bar crossed. c) Two years working experience in IFE d) Sr. Management course completion from BATC.
7	Engineer Officer (Line/Base/	Max. 30 yrs	50% Direct Recruitment and 50%	<u>Qualification (Direct recruitment)</u> B. Sc. in Mechanical/Electrical & Electronics/Aeronautical	B1/B2 type rated license/Class-I approval and related admin order.

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
	Customer Aircraft/Cabin/MCC/Engine Shop/Competency Assessment/Sylhet/Chottragram/Wheel Shop/Sheet Metal & Composite Shop/Component Shop/Electrical Shop/Instrument Shop/Radio & IFE Shop/Life Safety Shop) PG-E.O. Grade		Promotion.  Direct recruitment as Engineer Officer in PG-VI Admin	(Aerospace/Avionics)  Absorption in Technical pay scale (Engineer Officer pay group): After getting B1 or B2 basic License/one Class-I approval.	
8	Jr. Inspection Officer (Line/Base/ Customer Aircraft/Cabin/MCC/Engine Shop/Competency Assessment/Sylhet/Chottragram/Wheel Shop/Sheet Metal & Composite Shop/Component Shop/Electrical Shop/Instrument & HST Shop/Radio & IFE Shop/Life Safety Shop)) PG-V Tech.	-	Promotion	-	a) Aircraft wise PFI and Cat-M/Shop-wise Class-2 Approval in the related Trade or Candidates having type rated B1/B2 License/Class-1 approval but cannot be absorbed in E.O. Grade. b) 3 yrs aircraft maint./ component maintenance experience.
9	Jr. Technical Officer (Line/Base/ Customer Aircraft/Cabin/MCC/Engine Shop/Competency	-	Promotion	-	3 yrs experience as Jr. Technician in B1 or AF or Engine/ B2 or Electrical or Instrument or Radio/component maintenance/other shops

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
	Assessment/ Sylhet/ Chottragram/ Wheel Shop/Sheet Metal & Composite Shop/ Component Shop/Electri c Shop/ Instrument & HST Shop/Radio & IFE Shop/Life Safety Shop) PG-V Tech.				
10	Jr. Technician (Line/Base/ Customer Aircraft/Cabi n/MCC/Engi ne Shop/ Competency Assessment/ Sylhet/ Chottragram/ Wheel Shop/Sheet Metal & Composite Shop/ Component Shop/Electri c Shop/ Instrument & HST Shop/Radio & IFE Shop/Life Safety Shop) PG-IV Tech.	-	Promotion	-	3 yrs experience as Aircraft Mechanic in B1 or AF or Engine/ B2 or Electrical or Instrument or Radio/component maintenance/other shops
11	Aircraft Mechanic (Maintenanc e) (Dhaka/ Chottragram/ Sylhet/Baris al/Saidpur/ Rajshahi/Jes sor/Cox's Bazar  PG-3 Tech.	Max. 30 yrs	Direct Recruitment as Mechanic	a) SSC & HSC both Science with 1 <sup>st</sup> Division or GPA 3.5 (Out of 5). For 'O' level: Average 'D' in best five subjects and for 'A' level: Average 'D' in best two subjects. b) 60% marks or GPA 3.5 (Out of 5) [A-] in Physics and Mathematics in HSC. For 'A' level minimum 'C' in Physics and Mathematics. c) CAAB/EASA Part 147 approved B1.1 (Aircraft Turbine) or B2 (Avionics) course completion. d) One-year aircraft maintenance	

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
				experience in any aircraft maintenance organization is preferable.	
12	Aircraft Mechanic (Maintenance) PG-3 Tech.	Max. 30 yrs	Initial Recruitment will be as Apprentice Mechanic with Biman approved stipend	a) SSC & HSC both Science with 1 <sup>st</sup> Division or GPA 3.5 (Out of 5). For 'O' level: Average 'D' in best five subjects and for 'A' level: Average 'D' in best two subjects. b) 60% marks or GPA 3.5 (Out of 5) [A-] in Physics and Mathematics in HSC. For 'A' level minimum 'C' in Physics and Mathematics. c) CAAB/EASA Part 147 approved B1.1 (Aircraft Turbine) or B2 (Avionics) course completion. d) One-year aircraft maintenance experience in any aircraft maintenance organization is preferable.	
13	Aircraft Mechanic (Customer Aircraft/ Support Shop/ Component Maintenance Shops/Wheel Overhaul Shop/Sheet Metal & Composite Repair Shop/Cabin Appearance/ Seat Shop) PG-3 Tech.	Max. 30 yrs	Initial Recruitment will be as Apprentice Mechanic with Biman approved stipend	a) SSC & HSC both Science with 1 <sup>st</sup> Division or GPA 3.5 (Out of 5). For 'O' level: Average 'D' in best five subjects and for 'A' level: Average 'D' in best two subjects. b) 60% marks or GPA 3.5 (Out of 5) [A-] in Physics and Mathematics in HSC. For 'A' level minimum 'C' in Physics and Mathematics. c) CAAB/EASA Part 147 approved B1.1 (Aircraft Turbine) or B2 (Avionics) course completion. d) One-year aircraft maintenance experience in any aircraft maintenance organization is preferable.	
14	Jr. Aircraft Mechanic PG-II Tech.	Max. 30 yrs.	Direct recruitment/ Absorption from Aircraft Technical Helper (50% of total post)  Initial Recruitment will be as Apprentice Jr. Aircraft Mechanic with Biman approved stipend	a) 1 <sup>st</sup> Division in S.S.C. Science/GPA 3.5 (out of 5). For 'O' level: Average 'D' in best five subjects b) 60% marks or GPA 3.5 (Out of 5) [A-] in Physics and Mathematics in S.S.C. For 'O' level minimum 'C' in Physics and Mathematics <b>Absorption as a Jr. Mechanic:</b> a) After successfully completion of BATC approved course. b) 01 year experience in Maintenance.	Aircraft Technical helper Absorption qualification a) 1 <sup>st</sup> Division in S.S.C. Science/GPA 3.5 (out of 5). For 'O' level: Average 'D' in best five subjects b) 60% marks or GPA 3.5 (Out of 5) [A-] in Physics and Mathematics in S.S.C. For 'O' level minimum 'C' in Physics and Mathematics c) BATC approved course successfully completion. d) 5 years experience in Maintenance /respective shop Note: Career Planning of Jr. Mechanic will be reflected in appropriate admin order.
15	Aircraft	18-30 yrs	Direct	a) Minimum SSC (Science), 3rd	--



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SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
	Technical Helper. PG-I Tech.		Recruitment	division not acceptable. b) Physically sound and healthy.	
16	Cleaner PG-I Tech.	Max. 30 yrs	Direct Recruitment	a) Minimum class VIII pass./SSC b) Tools/equipment cleaning experience will be given preference. c) Physically sound and healthy.	--
17	Sweeper PG-I Tech.	18-30 yrs	Direct Recruitment	a) Minimum class VIII pass. b) Professionally skilled in the related job	--
<b>Technical Tools Store</b>					
18	Asst.Mgr. Tools Store PG-VI Admin/ Deputy Mgr. Tools Store PG-VII Admin	-	Promotion	-	For Asstt. Mgr. Tools Store: a) 3 Years experience as Jr. Tools Store Officer b) Jr. Management successfully completed from BATC For promotion as Deputy Manager: 3 years experience as Asstt. Mgr. Tools Store
19	Jr. Tolls Store Officer PG-V Admin	--	Promotion	--	3 yrs experience as Supervisor Tolls Store
20	Supervisor Tolls Store PG-IV Admin	--	Promotion	--	3 yrs experience as Store Keeper(Tools Store)
21	Store Keeper (Tools Store) PG-3(II) Admin	Max. 30 yrs	Direct Recruitment	a). Graduation (Science) from any recognize University b) Result in S.S.C. or equivalent Exam is CGPA minimum 3.0 out of 5.0 c) Should have knowledge on computer and typing skill in Bengali	--
<b>Paint Shop</b>					
22	Jr. Officer Painting PG-V Tech.	--	Promotion	--	3 yrs experience as Sr. Painter
23	Sr. Painter PG-IV Tech.	--	Promotion	--	3 yrs experience as Jr. Painter
24	Jr. Painter PG-3 Tech.	Max. 30 yrs	Direct Recruitment	a) Minimum HSC. b) 3/2 yrs experience on spray painting and sign painting job. c) Have computer literacy with Bangla typing	--
<b>Industrial Section</b>					
25	Industrial Engineer PG-VI Admin/ Industrial Engineer PG-VII Admin/ Industrial	Max. 30 yrs	Direct Recruitment	B. Sc. Engineering in Electrical/Mechanical/Industrial Engineering	For promotion in Industrial Engineer, PG-VII Admin: a) 3 years experience in pay group VI Admin For promotion in Industrial Engineer , PG-VIII Admin: a) 3 years experience in pay group VII Admin b) Sr. Management Course successfully


SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
	Engineer PG-VIII Admin				completion from BATC
26	Jr. Officer Industrial (Commercial/Mechanical/Electrical & Mechanical) PG-V Amin	--	Promotion	--	3 yrs experience as Sr. Mechanic/ Commercial Elec./Welder/Carpenter/Bench Fitter
27	Sr. Mechanic (Commercial Elect/Welder / Carpenter/Bench Fitter) PG-IV Admin	--	Promotion	--	3 yrs experience as Jr. Mechanic Industrial (Commercial Elec./Welder / Carpenter/Bench Fitter)
28	Jr. Mechanic (Commercial Elect/Welder /Carpenter/Bench fitter) PG-3(II) (Industrial Shop)	Max. 30 yrs	Direct Recruitment	a) Diploma in Electrical/ Electronics/ Power/ Mechanical/Auto Mobile/ Welding/ Civil. Minimum 2.8 (Out of 4) b) S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects) c) Should have knowledge on computer with skill in Bengali typing.	--
<b>Machine and Argon Welding Shop</b>					
29	Engineer Officer Welder PG-EO Grade	--	Promotion	--	a) 3 yrs experience as Jr. Inspection Officer (Welding) b) Class-1 Approval as per QAPM.
30	Jr. Inspection Officer (Welding) PG-V Tech.	--	Promotion	--	a) 3 yrs experience as Sr. Welder b) Class-2 Approval as per QAPM.
31	Jr. Officer (Machinist/Welder) PG-V Tech.	-	Promotion		3 yrs experience as Sr. Welder/ Machinist
32	Sr. Machinist/Welder PG-IV Tech.	--	Promotion	--	a) 3 yrs experience as Jr. Welder/ Machinist b) Inspection permit in Argon Welding as per QAPM for Welder.
33	Jr. Machinist/Welder PG-3 Tech.	Max. 30 yrs	Direct Recruitment	a) Diploma in Mechanical /Welding /Power/Electrical. Minimum 2.8 (Out of 4) or HSC (Science) or equivalent	--



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				<p>minimum 4 out of 5.0 or A-' letter grade in Physics &amp; Math in HSC</p> <p>i. For Welder- training on TIG Welding in basic/advance from BOL/BOC/LINDE or any recognize institute under Bangladesh Technical education Board.</p> <p>ii. For Machinist- General Engineering Lathe/Advance Machine shop practices from any recognize institute under Bangladesh Technical education Board.</p> <p>b) Have computer literacy.</p>	

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<b>Upholstery Shop</b>					
34	Jr. Technical Officer PG-V Tech.		Promotion		3 yrs experience as Sr. Tailor-cum-Upholsterer
35	Sr. Tailor-cum-Upholsterer PG-IV Tech.	--	Promotion	--	3 yrs experience as Jr. Tailor-cum-Upholsterer
36	Jr. Tailor-cum-Upholsterer PG-3 Tech.	Max. 30 yrs	Direct Recruitment	a) HSC (Science) b) 3 yrs experience on Tailoring and Upholstery. Experience in airline will be given preference.	--
<b>Time Office</b>					
37	Asst. Manager PG-VI Admin	--	Promotion	--	a) 3 yrs experience as Jr. Officer (Time Keeping) b) Jr. Management Course successfully completion from BATC.
38	Jr. Admin Officer PG-V Admin	--	Promotion	--	3 yrs experience as a Sr. Time Keeper
39	Admin Supervisor PG-IV Admin	--	Promotion	--	3 yrs experience as Time Keeper
40	Admin Asstt. PG-3(II) Admin	Max. 30 yrs.	Direct Recruitment	a) Minimum Graduation from any recognize University b) Have computer literacy with skill in Bengali typing.	--
<b>Laundry Shop</b>					
41	J.T.O Machine and Boiler Operator cum-Ironman PG-V Tech		Promotion.		a) 3 Years' experience as Sr. Machine and Boiler Operator-cum- Ironman. b) Boiler Operator certificate
42	Sr. Machine and Boiler Operator cum-Ironman PG-IV Tech		Promotion.		3 Years' experience as Jr. Machine and Boiler Operator-cum-Ironman
43	Jr. Machine and Boiler Operator-cum-Ironman PG- 3 Tech	Max. 30 yrs	Direct Recruitment	a) H.S.C. in Science b) 3 yrs experience in automatic dry cleaning operating steam pressed machine. c) Experience in airline will be given preference.	--
<b>NDT Shop</b>					
44	Engineer Officer (NDT) PG-EO Grade	--	Promotion or by Internal Selection.	--	a) Class-1 Approval (NDT) as per QAPM b) 3 yrs experience as JIO (NDT)
45	Jr. Inspection Officer (NDT) PG-V Tech.	--	Promotion or by Internal Selection	--	a) Class-2 Approval (NDT) as per QAPM b) 3 yrs experience as Jr. Technician (NDT)
46	Jr. Technician (NDT) PG-IV Tech.	Max. 30 yrs.	Direct recruitment/Promotion	a) B. Sc. (Hons) from any recognized University b) S.S.C. and H.S.C. 3.5 or equivalent CGPA 3.5 (out of 5)	a) 3 yrs experience as Mechanic in NDT shop or b) 3 yrs experience as B1/B2 Mechanic


<b>Stores Inspection</b>					
47	Asst. Mgr. Store Inspection PG-VI Tech.	--	Promotion or by Internal Selection	--	a) 3 yrs. experience as Jr. Store Inspection Officer b) Class-1 Approval (Store Inspection) c) Jr. Management course completion from BATC.
48	Jr. Store Inspection Officer PG-V Tech.	Max. 30 yrs	Initial Recruitment in PG-V Admin	<p>a) B.Sc from any recognized University. In B.Sc 2.5 (out of 4), S.S.C or equivalent GPA 4 (out of 5), H.S.C or equivalent GPA 3.5 (out of 5), For O Level: Average B in best five subjects. For A level: Average B in best two subjects.            Minimum CGPA: Graduation 2.5 out of 4</p> <p>b) Have computer literacy with skill in Bangla typing.</p> <p>c) Should complete required course at BATC.</p> <p>Absorption in Technical Scale (PG-V Tech. ): After obtaining Class -II approval from Biman quality Assurance.</p>	

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## 8.2 Hangar Complex

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Manager Hangar Complex PG-VIII	Max. 40 yrs	Promotion/ Direct Recruitment	a) Graduate in Mechanical/Electrical/Electronic /IPE Engineering b) 7 years' experience in Large steel structure establishment. (Preferred Hangar complex).	a) 3 yrs experience as Dy. Manager Hangar Complex b) Sr. Management course completion from BATC
2	Dy. Manager Hangar Complex (Elect/Mech) PG-VII	Max. 35 yrs	Promotion/ Direct Recruitment	a) Graduate in Mechanical/IPE/ Electrical/Electronic Engineering b) 3 years' experience in Large steel structure establishment. (Preferred Hangar complex). c) Sr. Management course from BATC within 3years.	a) 3 yrs experience as Asst. Manager Hangar Complex(Elect/Mech) b) Sr. Management course completion from BATC
3	Asst. Manager Hangar Complex (Elect) PG-VI	Max. 30 yrs	Direct Recruitment	Graduate in Electrical/Electronic Engineering	
4	Asst. Manager Hangar Complex (Mech) PG-VI	Max. 30 yrs	Direct Recruitment (Male)	Graduate in Mechanical /IPE Engineering --	
5	Jr. Officer Hangar Complex PG-V		Promotion	--	3 yrs. experience as Sr. Mechanic/ Sr. Electrician.
6	Sr. Mechanic PG-IV	--	Promotion	--	3 yrs experience as Mechanic
7	Mechanic PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Mechanic
8	Jr. Mechanic PG-3(I)	Max. 30 yrs	Direct Recruitment	a) 4 years duration diploma in Mechanical Engineering, CGPA 2.8 out of 4 b) Result S.S.C. or equivalent minimum GPA 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), c) Should have knowledge on computer d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Technical Education Board/UGC is required. e) No GED degree is acceptable.	--

9	Sr. Electrician PG-IV	--	Promotion		3 yrs experience as Electrician.
10	Electrician PG-3(II)	--	Promotion	--	3 yrs experience as Jr. Electrician
11	Jr. Electrician PG-3(I)	Max. 30 yrs	Direct Recruitment	a) 4 years duration diploma in Electrical / Electronics / Power. diploma minimum CGPA 2.8 out of 4.0. b) Result S.S.C. or equivalent minimum GPA 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), c) Should have knowledge on computer d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required. e) No GED degree is acceptable.	--

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### 8.3 Engineering Services and Planning

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Chief Engineer (Engineering Services and Planning) PG-CE Grade	-	Promotion	-	a) 02 (Two) years and 06 (Six) months experiences as a Dy. Chief Engineer in Engineering Services or in Engineering planning. b) Must fulfill CAAB related requirements.
<b>Engineering Services Department</b>					
2	Deputy Chief Engineer (Engineering Services.) PG-DCE	-	Promotion	-	a) 03 (Three) years experiences as a Principal System Engineer in Engineering Services Department. b) Have at least 10 (Ten) years working experiences in Engineering services Department.
3	Principal System Engineer (Structure) PG-PE Grade	-	Promotion	-	a) Must have 03 (Three) class-1 approval in Structure System Category (03 <sup>rd</sup> License Bar cross). b) 03 (Three) years working experience as a System Engineer (Structures) c) Successfully passed the Sr. Management course from BATC.
4	Principal System Engineer (Airframe) PG-PE Grade	-	Promotion	-	a) Must have 03 (Three) class-1 approval in Airframe System Category (03 <sup>rd</sup> License Bar cross). b) 03 (Three) years working experience as a System Engineer (Airframe) c) Successfully passed the Sr. Management course from BATC.
5	Principal System Engineer (Propulsion) PG-PE Grade	-	Promotion	-	a) Must have 03 (Three) class-1 approval in Propulsion System Category (03 <sup>rd</sup> License Bar cross). b) 03 (Three) years working experience as a System Engineer (Propulsion) c) Successfully passed the Sr. Management course from BATC.
6	Principal System Engineer (Electrical & Instrument) PG- PE Grade	-	Promotion	-	a) Must have 03 (Three) class-I approval in Electrical/ Instrument System Category (03 <sup>rd</sup> License Bar cross). b) 03 (Three) years working experience as a System Engineer (Electrical/Instrument)



					<p>c) Out of 03 (Three) Class-I approval, must have at least 01 (one) approval from each Electrical and Instrument Category.</p> <p>d) Successfully passed the Sr. Management course from BATC.</p>
7	Principal System Engineer (Radio & Radar) PG-PE Grade	-	Promotion	-	<p>a) Must have 03 (Three) class-1 approval in Radio &amp; Radar System Category (03<sup>rd</sup> License Bar cross).</p> <p>b) 03 (Three) years working experience as a System Engineer (Radio and Radar)</p> <p>c) Successfully passed the Sr. Management course from BATC.</p>
8	Principal System Engineer (Reliability & Maintenance Program) PG-PE Grade	-	Promotion	-	<p>a) Must have 03 (Three) class-1 approval in any System Category (03<sup>rd</sup> License Bar cross).</p> <p>b) At least 01 (One) year working experience as a System Engineer in Reliability and Maintenance Program Section.</p> <p>c) Successfully passed the Sr. Management course from BATC.</p>
9	Principal System Engineer (Warranty) PG-PE Grade	-	Promotion	-	<p>a) Must have 03 (Three) class-1 approval in any System Category (03<sup>rd</sup> License Bar cross).</p> <p>b) At least 01 (One) year working experience as a System Engineer in Warranty Section.</p> <p>c) Successfully passed the Sr. Management course from BATC.</p>
10	Principal System Engineer (e-Enabling & software) PG-PE Grade	-	Promotion	-	<p>a) Must have 03 (Three) class-1 approval in any of Electrical/ Instrument/Radio and Radar System Category (03<sup>rd</sup> License Bar cross).</p> <p>b) At least 01 (One) year working experience as a System Engineer in e-Enabling &amp; Software Section.</p> <p>c) Successfully passed the Sr. Management course from BATC.</p>

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
11	System Engineer (Structures) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI (Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Mechanical/ Aeronautical (Aerospace) Engineering.</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Structures) in Pay Group E. O. Grade after obtaining one Class -1 Approval in Structure System Category.</p>	
12	System Engineer (Airframe) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Mechanical/ Aeronautical (Aerospace) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Airframe) in Pay Group E. O. Grade after obtaining one Class -1 Approval in Airframe System Category.</p>	
13	System Engineer (Propulsion) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Mechanical/ Aeronautical (Aerospace) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Propulsion) in Pay Group E. O. Grade after obtaining one Class -1 Approval in Propulsion System Category.</p>	
14	System Engineer (Electrical) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Electrical &amp; Electronic/Aeronautical (Avionics) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Electrical) in Pay Group E. O. Grade after obtaining one Class -1 Approval in Electrical System Category.</p>	

SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
15	System Engineer (Instrument) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Electrical and Electronic/Electronic &amp; Tele Communication Engineering/ Aeronautical (Avionics) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Instrument) in Pay Group E. O. Grade after obtaining one Class -1 Approval in Instrument System Category.</p>	
16	System Engineer (Radio & Radar) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI (Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Electrical &amp; Electronic/Electronic &amp; Tele Communication Engineering/ Aeronautical (Avionics) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Radio &amp; Radar) in Pay Group E. O. Grade after obtaining one Class -1 Approval in Radio &amp; Radar System Category.</p>	
17	System Engineer (Reliability) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI (Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Mechanical/ Electrical &amp; Electronic/ Aeronautical (Aerospace or Avionics) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b>            Will be absorbed as a System Engineer (Reliability) in Pay Group E. O. Grade after obtaining one Class -1 Approval in any System Category.</p>	
18	System Engineer (Maintenance Program) PG-EO Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI (Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Mechanical/ Electrical &amp; Electronic/ Aeronautical (Aerospace or Avionics) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b></p>	

				Will be absorbed as a System Engineer (Maintenance Program) in Pay Group E. O. Grade after obtaining one Class -1 Approval in any System Category.	
19	System Engineer (Warranty) PG-E. O. Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Mechanical/ Electrical &amp; Electronic/ Aeronautical (Aerospace or Avionics) Engineering.</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b></p> <p>Will be absorbed as a System Engineer (Warranty) in Pay Group (E. O. Grade) after obtaining one Class -1 Approval in any System Category.</p>	
20	System Engineer (e-Enabling) PG- E. O. Grade	Maximum 30 years	Initial Recruitment will be as a System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Electrical &amp; Electronic/Electrical &amp; Computer Engineering /Electronic &amp; Tele Communication Engineering/ Aeronautical (Avionics) Engineering</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b></p> <p>Will be absorbed as System Engineer (e-Enabling) in Pay Group (E. O. Grade) after obtaining one Class -1 Approval in Radio &amp; Radar/Electrical/Instrument System Category.</p>	
21	System Engineer (Software) PG- E. O. Grade	Maximum 30 years	Initial Recruitment will be as System Engineer in PG-VI-(Admin)	<p><b>Qualification:</b> B. Sc. Engineering in Electrical &amp; Electronic/Electrical &amp; Computer Engineering / Electronic &amp; Tele Communication Engineering/ Aeronautical (Avionics) Engineering.</p> <p><b>Absorption in Technical Scale (Engineer Officer Pay Group):</b></p> <p>Will be absorbed as System Engineer (Software) in Pay Group (E. O. Grade) after obtaining one Class -1 Approval in Radio &amp; Radar/Electrical/Instrument</p>	

				System Category.	
22	Deputy Manager (Reliability Data Analysis) PG- VII (Seven) Admin		Promotion		03 (Three) years' experience as an Assistant Manager (Reliability Data Analysis)
23	Assistant Manager (Reliability Data Analysis) PG- VI (Six) Admin		Promotion		a) 03 (Three) years' experience as a Data Analyst. b) Successfully passed the Jr. Management course from BATC.
24	Data Analyst PG- V (Five) Admin		Promotion		03 (Three) years' experience as a Sr. Data Entry Assistant.
25 (a)	Sr. Data Entry Assistant PG- IV (Four) Admin		Promotion		03 (Three) years' experience as a Jr. Data Entry Assistant.
25 (b)	Jr. Data Entry Assistant PG- III (2) (Three (two )) Admin	Maximum 30 years	Direct Recruitment	a) Graduate in Science Group; Must have any one Physics/Mathematics/Statistics at Graduate level b) Adequate knowledge and working experience in Computer with MS Word, Excel, Access, Power Point. Also skill in Bangla Typing;	
26	Deputy Manager (Technical Publication) PG- VII (Seven) Admin		Promotion		03 (Three) years experiences as an Assistant Manager (Technical Publication)
27	Assistant Manager (Technical Publication) PG- VI (Six) Admin		Promotion		a) 03 (Three) years experiences as Jr. Technical Publication Officer. b) Successfully passed the Jr. Management course from BATC.
28	Jr. Technical Publication Officer PG- V (Five) Admin		Promotion		03 (Three) years' experience as Sr. Technical Publication Assistant.

29 (a)	Sr. Technical Publication Assistant PG- IV (Four) Admin		Promotion		03 (Three) years' experience as a Jr. Technical Publication Assistant.
29 (b)	Jr. Technical Publication Assistant PG- III (2) (Three (two )) Admin	Maximum 30 years	Direct Recruitment	<ul style="list-style-type: none"> <li>a) Graduate in Science Group; Must have any one Physics/Mathematics/Statistics at Graduate level</li> <li>b) Adequate knowledge and working experience in Computer with MS Word, Excel, Access, Power Point. Also skill in Bangla Typing;</li> </ul>	
30	Assistant Manager (Drawing) PG- VI (Six)Admin		Promotion		<ul style="list-style-type: none"> <li>a) 03 (Three) years experiences as a Jr. Officer (Drawing).</li> <li>b) Successfully passed the Jr. Management course from BATC.</li> </ul>
31	Jr. Officer (Drawing) PG- V (Five) Admin		Promotion		a) 03 (Three) years experiences as a Sr. Draftsman.
32	Sr. Draftsman PG- IV (Four) Admin	Maximum 30 years	Direct Recruitment	<ul style="list-style-type: none"> <li>a) Diploma in Drafting (Mechanical) from an Institution, recognized by Technical Education Board;</li> <li>b) Experience in Auto CAD 2D/3D and Adobe Illustrator/Adobe Photoshop. Also skill in Bangla Typing;</li> <li>c) 03 (Three) years working experiences as a Draftsman in any reputed Organization.</li> </ul>	
33	Deputy Manager (Tech. Library) PG- VII (Seven) Admin		Promotion		03 (Three) years experiences as an Assistant Manager (Tech. Library).

34	Assistant Manager (Tech. Library) PG- VI (Six)Admin		Promotion		a) 03 (Three) years experiences as a Jr. Library Officer. b) Successfully passed the Jr. Management Course from BATC.
35 (a)	Jr. Library Officer PG- V (Five) Admin		Promotion		a) 03 (Three) years experiences as a Sr. Library Assistant.
35 (b)	Sr. Library Assistant PG- IV (Four) Admin	Maximum 30 years	Direct Recruitment	a) 04(four) years Graduation degree in Library Science; b) 03 (Three) years working experience in similar job in any Technical Library. c) Adequate knowledge and working experience in Computer. Also skill in Bangla Typing;	
36	Jr. Material Officer (Warranty) PG- V (Five) Admin		Transfer from Material Management (MM)		


**Engineering Planning Department**

Sl No.	Name of Post	Age Limit	Recruitment Policy	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Deputy Chief Engineer (Engineering Planning.) PG-DCE Grade	-	Promotion	-	a) 3 years experience as Principal Engineer of Engineering Planning or Principal System Engineer. b) At least one year experience in Engineering Planning for Principal System Engineer c) Have at least 10 yrs of experience in Engineering Planning and/or Engineering Services.
2	Principal Engineer (Maintenance Planning) PG-P.E. Grade	-	Promotion	-	a) 3 years experience as Planning Engineer b) Three Class-I approval in Engineering Planning category (3 <sup>rd</sup> License Bar crossed) c) Sr. Management course completion from BATC Note: Vacant position may be full-filled by transferring Principal System Engineer in case of non-availability of qualified Planning Engineer.
3	Principal Engineer (Production	-	Promotion	-	a) 3 years experience as Planning Engineer b) Three Class-I approval in

	Planning) PG-P.E. Grade				Engineering Planning category (3 <sup>rd</sup> License Bar crossed) c) Sr. Management course completion from BATC Note: Vacant position may be full-filled by transferring Principal System Engineer in case of non-availability of qualified Planning Engineer.
4	Principal Engineer (Contract & Customer Service and Invoicing) PG-P.E. Grade	-	Promotion	-	a) 3 years experience as Planning Engineer b) Three Class-I approval in Engineering Planning category (3 <sup>rd</sup> License Bar crossed) c) Sr. Management course completion from BATC Note: Vacant position may be full-filled by transferring Principal System Engineer in case of non-availability of qualified Planning Engineer.
5	Planning Engineer PG-E.O Grade	Max. 30 yrs	Direct Recruitment. As Planning Engineer in PG-VI Admin	a) B. Sc. Engineering in Mechanical/Electrical & Electronics/Aeronautical (Aerospace or Avionics) b) Result as per common policy.  Absorption in Technical Pay scale: Will be absorbed as Planning Engineer in E.O Grade after obtaining one Class -1 Approval in any category of Planning Engineer. Note: Until direct recruitment Engineer Officer/System Engineer can be placed in this post.	
6	Manager Engineering Planning. (Aircraft Record & Scheduling) PG-VIII Admin	-	Promotion	-	(a) 3 years experience as Deputy Manager Engineering Planning (Aircraft Record/ Aircraft Scheduling/Contract & Customer services/Engg. Invoicing/ Modification) b) Sr. Management course completion from BATC
7	Deputy Manager Engineering Planning PG-VII Admin	-	Promotion	-	(a) 3 years experience as Asstt. Manager Engineering Planning (Aircraft Record/Aircraft Scheduling / Invoicing / Contract & Customer services /Modification ) b) Jr. Management course completion from BATC
8	Asstt. Manager Engineering Planning PG-VI Admin	-	Promotion	-	a) 3 years experience as Jr. Planning Officer. (Aircraft Record/Aircraft Scheduling / Invoicing /Contract & Customer services /Maintenance




					planning/Production Planning/Modification). b) Jr. Management course completion from BATC
9	Jr. Planning Officer (Engineering Planning) PG-V Admin	-	Promotion	-	3 years experience as Planning Supervisor (Aircraft Record/Aircraft Scheduling / Invoicing /Contract & Customer services /Maintenance planning/Production Planning/Modification).
10	Planning Supervisor. (Engineering Planning) PG-IV Admin	-	Promotion	-	3 years experience as Planning Asstt. (Aircraft Record/Aircraft Scheduling / Invoicing / Contract & Customer services/Maintenance planning/Production Planning/Modification)
11	Planning Asstt. (Engineering Planning) (Aircraft Record/ Aircraft Scheduling / Contract & Customer services/ Engg. Invoicing/ Maintenance planning/ Modification/ Production Planning) PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduation in Science b) Computer literacy with typing skill in English and Bengali.	

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#### 8.4 Calibration Lab

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Technical Manager  PG-PE Grade		Promotion	----	Minimum 3 years' experience as Head of Lab/Deputy Quality Manager; <ul style="list-style-type: none"> <li>• Combination of any three (3) Authorization approvals and Calibration authorization will cross third license bar.</li> <li>• Completion of Higher Management Course from Biman Bangladesh Airlines Training Center (BATC). <b>Note 1:</b> In respect of career of personnel at present in Calibration Laboratory Biman Bangladesh Air lines Limited previously achieved Approvals/Licenses shall be considered 1st license bar/2nd license bar/3rd license bar and upon getting at least one calibration authorization, their position and promotion will be confirmed. This will not be applicable for the newly recruited personnel. <b>Note 2:</b> Calibration Authorization shall be evaluated as equal to Class - 1 Approval. <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Familiarity and sufficient knowledge about the requirements of latest ISO 17025</li> </ul> </li> </ul>
2	Quality Manager  PG-PE Grade		Promotion	-----	Minimum 3 years' experience as Head of Lab/Deputy Quality Manager; <ul style="list-style-type: none"> <li>• Combination of any three (3) Authorization approvals and Calibration authorization will cross third license bar.</li> <li>• Completion of Higher Management Course from Biman Bangladesh Airlines Training Center (BATC). <b>Note 1:</b> In respect of career of personnel at present in Calibration Laboratory Biman Bangladesh Air lines Limited previously achieved Approvals/Licenses shall be considered 1st license bar/2nd license bar/3rd license bar and upon getting at least one calibration authorization, their position and promotion will be confirmed. This will not be applicable for the newly recruited personnel. <b>Note 2:</b> Calibration Authorization shall be evaluated as equal to Class - 1 Approval. <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Familiarity and sufficient knowledge about the requirements of latest ISO 17025.</li> </ul> </li> </ul>
3	Metrologist (Torque/ Pressure/ Electric/ Length Lab) / Head of Laboratory/ Deputy Quality Manager PG	Maximum 30 years	Direct Recruitment Initial Recruitment will be as Metrologist in PG-VI- (Admin)	B. Sc. Honors and M. Sc. in Physics/ Applied Physics from a recognized Institute; <b>a) Absorption in Technical Scale (Engineer Officer Pay Group):</b> <ul style="list-style-type: none"> <li>• Will be absorbed as a Metrologist in Pay Group (E.O Grade) after obtaining one Calibration Authorization of related Laboratory.</li> <li>• Successful completion of</li> </ul>	--

	EO Grade			<p>Calibration Training from Bangladesh Standard and Testing Institution (BSTI) and or Bangladesh Accreditation Board (BAB);</p> <ul style="list-style-type: none"> <li>• After completion of necessary training and OJT in the labs for two years period.</li> <li>• Familiarity and sufficient knowledge about the requirements of latest ISO 17025;</li> </ul> <p><b>b) Designated as Head of Laboratory:</b>          Minimum 3 years' experience as Metrologist of Laboratory;</p> <ul style="list-style-type: none"> <li>• Combination of any two (2) Authorization approval and Calibration authorization will cross 2nd license bar.</li> </ul> <p><b>c) Designated as Deputy Quality Manager:</b>          Minimum 3 years' experience as Metrologist of Laboratory;</p> <ul style="list-style-type: none"> <li>• Combination of any two (2) Authorization approval and Calibration authorization will cross 2nd license bar.</li> </ul> <p><b>Note 1:</b> In respect of career of personnel at present in Calibration Laboratory Biman Bangladesh Airlines Limited previously achieved Approvals/Licenses shall be considered 1st license bar/2nd license bar/3rd license bar and upon getting at least one calibration authorization, their position and promotion will be confirmed. This will not be applicable for the newly recruited personnel.</p> <p><b>Note 2:</b> Calibration Authorization shall be evaluated as equal to Class - 1 Approval.</p> <p>EXPERIENCE: • Familiarity and sufficient knowledge about the requirements of latest ISO 17025.</p>	
4	Laboratory Technician PG-III/IV/V Tech.	Maximum 30 years	Direct Recruitment Initial Recruitment will be in III Tech.	Minimum HSC Science from any recognized Institute (Result: As per Biman recruitment policy); <ul style="list-style-type: none"> <li>• Laboratory Technician (Electric/Pressure/Length/ Torque) will get priority;</li> <li>• Knowledge on computer.</li> </ul>	Three years' experience as Pay Group iii-tech to replace Pay Group iv - tech; • Three years' experience as Pay Group Pay Group iv - tech to replace Pay Group v-tech.
5	In charge Sample Section PG-3(1)/3(2)/4/5 Admin	Maximum 30 years	Direct Recruitment Initial Recruitment will be in 3(1) Admin	Minimum HSC Science/Arts/ Commerce from any recognized Institute (Result: As per Biman recruitment policy); <ul style="list-style-type: none"> <li>• Proficient in English reading and writing;</li> <li>• Knowledge on computer.</li> </ul>	Three years' experience as Pay Group 3 (1) Administration to replace Pay Group 3(2) Administration; • Three years' experience as Pay Group 3(2) Administration to replace Pay Group 4 Administration • Three years' experience as Pay Group 4 Administration to replace Pay Group 5 Administration

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### 8.5 Store & Material Management


SI No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	G.M Stores & Mat.Mgt. PG-X	--	Promotion	--	02 (Two) years and 06 (Six) months experience as Dy. General Manager under combined seniority list
2.	D.G.M Stores & Mat.Mgt. PG-IX	--	Promotion	--	a) 03years experience as Manager under combined seniority list b) Post Graduation
3.	Manager Mat. Mgt. PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Mat. Mgt. b) Sr. Management course completion from BATC
4.	Dy.Mgr .Mat. Mgt. PG-VII	--	Promotion	--	3 yrs experience as Asst. Mgr. Mat. Mgt.
5.	Asst. Manager Mat. Mgt. PG-VI	Max. 30 yrs.	Promotion or by Direct Recruitment	a) Graduate in any discipline. b) (Preference will be given to degree on Supply Chain Management). c) Result as per common policy.	a) 3 yrs experience as Jr. Officer (Mat.Mgt. b) Jr. Management course completion from BATC
6.	Jr. officer Mat. Mgt. PG-V	--	Promotion	--	3 yrs experience as Mat.Mgt. Supervisor
7.	Mat.Mgt. Supervisor PG-IV	--	Promotion	--	3 yrs experience as Mat.Mgt. Asst.
8.	Mat.Mgt. Asst. PG-3(II)	Max. 30 yrs.	Direct Recruitment	a) Graduate in any discipline. Result as per common policy. b) Experience on store & purchase will be given preference	--

**CHAPTER 9  
 PROCUREMENT & LOGISTIC SUPPORT**

**9.1 Procurement**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM/DGM Procurement PG-X/IX	--	Promotion	--	<p align="center"><b>For GM</b></p> 2 years 6 months experience as DGM under combined seniority list <p align="center"><b>For DGM</b></p> a) 2 years 6 months experience as Manager under combined seniority list b) Post Graduation
2.	Manager Commercial Purchase PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Manager Procurement/MPPC b) Sr. Management course completion from BATC
3	Manager Commercial Store. PG-VIII		Promotion		a) 3 yrs experience as Dy. Manager Procurement/MPPC b) Sr. Management course completion from BATC
4.	Dy.Mgr. Procurement PG-VII	--	Promotion	--	3 yrs experience as AM Procurement/MPPC
5.	Asst. Mgr. Procurement PG-VI	Max. 30 yrs	Promotion or by Direct Recruitment	a) Graduate in any discipline. (Preference will be given to degree on Supply Chain Management). b) Result as per common policy.	a) 3 yrs experience as Jr. Procurement Officer/MPPC b) Jr. Management course completion from BATC
6.	Jr. Procurement officer PG-V	--	Promotion	--	3 yrs experience as Procurement Supervisor/MPPC

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
7.	Procurement Supervisor PG-IV	--	Promotion	--	3 yrs experience as Procurement Asstt./MPPC
8.	Procurement Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	a) Graduate in any discipline. (Preference will be given to degree on Supply Chain Management). b) Result as per common policy.	
9.	Carpenter	.....	Promotion	---	3 yrs experience as Jr. carpenter
10.	Jr. carpenter	Max. 30 yrs	Direct Recruitment	a) S.S.C b) 03 years' experience on Carpeting work. c) Must be Polite, Active and Healthy d) Computer Knowledge will be given preference.	---
11.	Store Helper PG-I	Max. 30 yrs	Direct Recruitment	a) S.S.C b) Must be Polite, Active and Healthy c) Computer Knowledge will be given preference.	--


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## 9.2 Printing & Publication

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	GM/DGM Printing & Publication PG-IX/X	--	Promotion	--	a) 2 years 6 months experience as DGM/ Manager combined seniority b) Sr. Management course completion from BATC c) Have computer literacy and declaration of computer know-how.
2.	AM Printing & Publication PG-VI	--	Promotion	--	a) 3 yrs experience as Jr. Officer (Press)/Proof Reader b) Diploma in Printing Technology c) Jr. Management course completion from BATC
3.	Jr. Officer (Press) / Proof Reader PG-V	--	Promotion	--	3 yrs experience as Sr. Machine Operator.
4.	Press Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	<u>Initial recruitment in PG-3(I) / 3(II)</u> a) Minimum 4 years Diploma Engineering in Printing Technology b) 3 yrs job experience on relevant field	--
5.	Jr. Off. Store / Supervisor V/IV	Max. 30 yrs	Direct Recruitment	<u>Initial recruitment in PG-3(II)</u> a) Graduate in any discipline. Result as per common policy. b) 3 yrs experience on Store Keeping	<b><u>Promotion for PG-V</u></b> 3 yrs experience as Store Supervisor <b><u>Promotion for PG-IV</u></b> 3 yrs experience as Store Keeper.

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
6.	Chief Binder /Cutter PG-V	-	Promotion	--	3 yrs. experience as Cutting Machine Operator
7.	Cutting Machine Operator/ Sr. Binder/ Examiner PG-IV	-	Promotion	--	3 yrs. experience as Binder
8.	Jr. Binder / Binder PG-3(I)/ 3(II)	Max. 30 yrs	Direct Recruitment	Initial recruitment in PG-3(I) / 3(II) a) Minimum HSC b) 3 yrs experience on Binding	--
9.	Graphic Designer PG-VI	--	Promotion	--	a) 3 yr Exp as Jr. Graphic Designer b) Diploma in Printing Technology b) M-1 Course BATC
10.	Jr. Graphic Designer PG-V	--	Promotion	--	a) 3 yr Exp. As Pre-Press Supervisor/ Computer Compositor PG-IV
11.	Pre-Press Supervisor PG-IV	--	Promotion	--	3 yrs experience as Pre-Press Asst. 3(II)
12.	Pre-Press Asst. PG-3(II)	Max. 30 yrs	Direct Recruitment	Initial recruitment in PG-3(I) / 3(II) a) 4 years Diploma in Printing Technology/ Graphic Design from recognized Institute b) Should have knowledge in Microsoft Office Program with Computer Graphics Design c) 3 yrs experience on relevant field.	--



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### 9.3 Biman Poultry Complex

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	DGM/GM (BPC) Deputation from Biman PG-IX/X	--	Promotion Biman's Post	--	<b>For GM</b> a) 2 years 6 months experience as DGM under combined seniority list  <b>For DGM</b> a) 2 years 6 months experience as Manager under combined seniority list b) Post Graduation
2.	Manager (BPC Farm) PG-VIII	Max. 40 yrs. for Recruitment	Promotion	--	a) 3 years experience as Dy. Manager (Farm) in Biman Poultry Complex. b) Sr. Management course completion from BATC
3.	Dy. Manager (BPC Farm) PG-VII	Max. 35 yrs. for recruitment	Promotion/ Recruitment	--	a) 3 years experience as Asstt. Manager (Farm) in Biman Poultry Complex. b) Sr. Management course completion from BATC
4.	Asst. Mgr. (BPC-Farm) PG-VI	Max.30 yrs.	Recruitment	4 years duration graduate in Animal Husbandry. Result: As Per Common Policy.	
5.	Dy. Manager (BPC Marketing & Sales) PG-VII	--	Promotion	--	a) 3 years experience as Asstt. Manager (BPC Marketing & Sales) in Biman Poultry Complex. b) Sr. Management course completion from BATC
6.	Asst. Mgr. (BPC Marketing & Sales) PG-VI	Max.30 yrs.	Recruitment	4 years duration graduate in Marketing or Business Administration. Result: As Per Common Policy.	--
7.	Dy. Manager. (BPC Accounts) PG-VII	--	Promotion	--	a) 3 years experience as Asstt. Manager (BPC Accounts) in Biman Poultry Complex. b) Sr. Management course completion from BATC
8.	Asstt. Mgr. (BPC Accounts) PG--VI	Max.30 yrs.	Recruitment	4 years duration graduate in Accounting. Result: As Per Common Policy.	--
9.	Nutritionist PG--VII	Max.35 yrs.	Recruitment	4 years duration graduate in Animal Husbandry and M.Sc/MS (A.H) in Animal Nutrition. Minimum 3 (three) years professional experience in Poultry Farm and adequate knowledge in feed formulation and feed ingredients. Result: As Per Common Policy.	--

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
10.	Veterinary Doctor PG--VI	Max.30 yrs.	Recruitment	4 years duration graduate in Veterinary Science or D.V.M. Result: As Per Common Policy.	--
11.	Asstt. Engineer. (BPC) PG--VI	--	Promotion	--	a) 3 years experience as Sub. Asstt. Engineer (BPC) in Biman Poultry Complex. b) Jr. Management course completion from BATC
12.	Sub. Asstt. Engineer (BPC) PG--V	Max.30 yrs.	Recruitment	4 years duration diploma in Civil Engineering from any recognized Polytechnic Institute. Result As Per Common Policy.	--
13.	Asstt. Mgr. (Admin) PG--VI	--	Promotion	--	a) 3 years experience as Junior officer (Admin BPC) in Biman Poultry Complex. b) Jr. Management course completion from BATC
14.	Junior officer (Admin) PG--V	--	Promotion	--	a) 3 years experience as Admin Supervisor/Head Assistant in Biman Poultry Complex. b) Office Management course completion from BATC
15.	Admin Supervisor PG--IV	Max.30 yrs.	Promotion/ Recruitment	Graduate in any discipline Result: As Per Common Policy.	a) 3 years experience as Admin Assistant in Biman Poultry Complex.
16.	Head Assistant PG--IV	Max.30 yrs.	Recruitment	Graduate in any discipline Result: As Per Common Policy.	--
17.	Admin Asstt. PG--3(II)	Max.30 yrs.	Recruitment	Graduate in any discipline Result: As Per Common Policy.	--
18.	Junior Marketing & Sales officer PG--V	--	Promotion	--	3 years experience as Marketing & Sales Assistant in Biman Poultry Complex.
19.	Junior Accounts Officer PG--V	--	Promotion	--	3 years experience as Accountant Cum Cashier in Biman Poultry Complex..

S/No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
20.	Jr. Store Officer PG--V	--	Promotion	--	3 years experience as Store Keeper in Biman Poultry Complex.
21.	Agriculture Supervisor BPC PG--IV	Max.30 yrs.	Recruitment	4 years Diploma in Agriculture from a recognized/Government Institute. Result: As Per Common Policy.	--
22.	Accounts Cum Cashier PG--IV	Max.30 yrs.	Recruitment/Promotion	Graduate in Accounting Result: As Per Common Policy.	--
23.	Store Keeper PG--IV	Max.30 yrs.	Recruitment	Graduate in any discipline Result: As Per Common Policy.	--
24.	Sales Asstt. PG--IV	Max.30 yrs.	Recruitment	Graduate in any discipline Result: As Per Common Policy.	--
25.	Mechanic PG--3(II)	Max.30 yrs.	Promotion	--	3 years experience as Asst. Mechanic in Biman Poultry Complex
26.	Accounts Asstt. PG--3(II)	Max.30 yrs.	Recruitment	Graduate in Commerce. Result: As Per Common Policy.	--
27.	Asstt. Mechanic PG-3(I)	Max.30 yrs.	Recruitment	4 years duration diploma in Mechanical. Result: As Per Common Policy.	--
28.	Asstt. Electrician PG-3(II)	Max.30 yrs.	Recruitment	4 years duration diploma in Electrical / Electronics / Power from any recognized Polytechnic Institute. Result: As Per Common Policy.	--
29.	Farm Asstt. PG-3(II)	Max.30 yrs.	Recruitment/Promotion	Minimum H.S.C. Minimum 3 year's practical experience in a commercial poultry Farm. Should have knowledge about hatchery operation, egg handling and storage, fumigation, chick sexing procedures. Preference will be given to candidate having passed the required courses from any livestock institute. Result: Minimum GPA: 3.0 out of 5.0 (SSC or equivalent), Minimum GPA 3.0 out of GPA 5.0, (HSC or equivalent). For 'O' level: Average 'D' in best five subjects. For 'A' level: 'D' in best two subjects. Should have knowledge in computer. In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA from education Board. No GED degree is acceptable.	3 years experience as Sr. Farm Attendant in Biman Poultry Complex.
30.	Driver PG-3(I)	Max.30 yrs.	Recruitment	Minimum S.S.C. Valid Driving license on light and heavy vehicles. 5 years driving experience on light and heavy vehicles.	--

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
31.	Jr. Farm Attendant PG-3(I)	Max.30 yrs.	Recruitment /Promotion	Minimum S.S.C. Minimum 3 year's practical experience in a commercial poultry Farm. Should have knowledge about hatchery operation, egg handling and storage, fumigation, chick sexing and debeaking procedures. Preference will be given to candidate having passed the required courses from any livestock institute. Should be able to read and write simple English and Bengali and able to make basic calculations.	3 years experience as Farm Attendant in Biman Poultry Complex.
32.	Farm Attendant PG-I	Max.30 yrs.	Recruitment	Minimum Class VIII pass. Must be physically smart and sound. Should be able to read and write simple English and Bengali and able to make basic calculations.	--
33.	Peon PG-I	Max.30 yrs.	Recruitment	Minimum Class VIII pass. Should be able to read and write simple English and should be able to ride bi-cycle. Previous experience in the job will be considered as an added qualification.	--
34.	Helper PG-I	Max.30 yrs.	Recruitment	Minimum Class VIII pass. Should be able to read and write simple English and should be able to ride bi-cycle. Previous experience in the job will be considered as an added qualification.	--
35.	Cleaner PG-I	Max.30 yrs.	Recruitment	Minimum Class VIII pass. Should be able to read and write simple English and should be able to ride bi-cycle. Previous experience in the job will be considered as an added qualification.	--

**CHAPTER 10  
 FLIGHT OPERATIONS**
**10.1 Flight Operations**

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	General Manager Central & Ops Control PG-X	--	Promotion	--	At least two and half years' experience as DGM Central Control/Ops Control with valid FOO License. Must have continuity of all relevant training such as DGR, CRM, Refresher, Recurrent, Flight Deck Familiarization, SMS and minimum eight years flight dispatch experience.
2.	DGM Central Control ( Sch.Plng.& Compliance) PG-IX	--	Promotion	--	At least two and half years' experience as Duty Manager(OCC & FLT Dispatch)/ Manager(Sch.Plng) with valid FOO License. Must have continuity of all relevant training such as DGR, CRM, Refresher, Recurrent, Flight Deck Familiarization, SMS and six years flight dispatching experience
3.	DGM-Ops Control (OCC & FLT Dispatch) PG-IX	-	Promotion	-	At least two and half years' experience as Duty Manager(OCC & FLT Dispatch)/ Manager(Sch.Plng) with valid FOO License. Must have continuity of all relevant training such as DGR, CRM, Refresher, Recurrent, Flight Deck Familiarization, SMS and six years flight dispatching experience
4.	Manager-Sch.Plng/ Duty Manager(OCC & FLT Dispatch) PG-VIII	-	Promotion	-	At least 3 years' experience as Duty Manager with valid FOO license and minimum 03 years flight dispatch experience. Must have continuity of all relevant training such as DGR, CRM, Refresher, Recurrent, Flight Deck Familiarization, SMS .

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
5.	Dy. Manager Central & Operations Control PG-VII	--	Promotion	--	At least three years' experience as an Asstt Manager at Central Control & Ops Control with valid FOO license and minimum two years flight dispatching experience. Must have continuity of all relevant training such as DGR, CRM, Refresher, Recurrent, Flight Deck Familiarization and SMS.
6.	Asst. Manager-Central & Ops Control PG-VI	Max. 30 yrs	Promotion or Direct Recruitment (Male/Female)	<u>Asstt.Manager-Central &amp; Ops Control</u> a) Graduation/Post Graduation in Physics/ Applied Physics/Mathematics/Statistics/Geography/Computer Science/Meteorology/Engineering Degrees b) Result : Minimum GPA: 4.5 out of GPA 5.0 (SSC or equivalent-Science), Minimum GPA 4.5 out of GPA 5.0, (HSC or equivalent-Science), Minimum CGPA: 3.0 out of 4 in Graduation/Post Graduation. c)For 'O' level: Average 'B' in best five subjects. For 'A' level: Average 'B' in best two subjects. d)In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. e)No GED degree is acceptable. f)Well conversant on English. g)Incumbent will be absorbed after completion of required training as FOO h)Computer literacy i) Training- Upon completion of 7 weeks Basic training, 12 months OJT, 6 weeks FOO license course, the Asstt.Manager will appear for FOO License Exam conducted by CAAB. Upon successful completion of FOO License Exam conducted by CAAB, the incumbent will be absorbed as permanent employee from the date he/she will become successful in his/her last exam. In case of multiple candidates passing the exam in the same date, initial seniority will be taken into consideration. A candidate will be allowed to appear at FOO License exam max 4 times. Unsuccessful candidate will be dismissed from his/her job.	Jr.FOO-Central & Ops Control will be placed in PG VI upon successful completion of FOO License Exam

S/No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
7.	Jr. FOO-Central & Ops Control PG-V	Max. 30 yrs	Direct Recruitment (Male/Female)	<u>Jr.FOO.</u> b) Graduation/Post Graduation in Physics/ Applied Physics/Mathematics/Statistics/Geography/Computer Science/Meteorology/Engineering Degrees b) Result : Minimum GPA: 3.5 out of GPA 5.0 (SSC or equivalent-Science), Minimum GPA 3.5 out of GPA 5.0, (HSC or equivalent-Science), Minimum CGPA: 3.0 out of 4 in Graduation. c)For 'O' level: Average 'C' in best five subjects. For 'A' level: Average 'C' in best two subjects. d)In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. e)No GED degree is acceptable. f)Well conversant on English. g)Incumbent will be absorbed after completion of required training. h)Computer literacy	After completion of 7 weeks Basic training, 12 months OJT, 6 weeks FOO license course, the Jr.FOO will appear for FOO License Exam conducted by CAAB. Upon successful completion of FOO License Exam, the incumbent will be placed in PG VI from the date he/she will become successful in his/her last FOO License Exam exam conducted by CAAB. In case of multiple candidates passing the exam in the same date, initial seniority will be taken into consideration. A candidate will be allowed to appear at FOO License exam max 4 times. Unsuccessful candidate will be dismissed from his/her job.

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## 10.2 DGM (AOC & Regulatory Compliance)

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	DGM (AOC & Regulatory Compliance)	---	Promotion	-----	2 years 6 months experience as Manager (AOC)
2.	Manager (AOC) PG-VIII	---	Promotion/	-----	3 yrs experience as DY. Manager (AOC) PG-VII b) Sr. Management course completion from BATC
3.	DY. Manager (AOC) PG-VII	---	Promotion/	----	a) 3 yrs experience as Asst. Manager (AOC) b) Sr. Management course completion from BATC
4	Asst. Mgr. (AOC) Flight Operations (Technical) PG-VI	---	Direct Recruitment or from FODCC if qualification matches	a) B.Sc. in Electrical/Mechanical /Aeronautical /Aerospace/Mechatronics Engineering, <u>or</u> <u>Graduation in science with Applied Physics/Physics/Mathematics</u> b) Result as per common policy. c) Incumbent will be absorbed after completion required training mentioned in Operations Manual	----



### 10.3 DGM (Aircraft Performance)

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	DGM (Aircraft Performance)	---	Promotion	-----	a) 2 years 6 months experience as Manager (Aircraft Performance)
2.	Manager (ACP) PG-VIII	--	Promotion/	--	a) 3 yrs experience as Dy. Manager (ACP) b) Sr. Management course completion from BATC
3.	DY. Manager (ACP) PG-VII	---	Promotion/	----	a) 3 yrs experience as Asst. Manager (ACP)
4	Asst. Mgr. (ACP) PG-VI	---	Direct Recruitment or from FODCC if qualification matches	a) B.Sc. in Electrical/Mechanical /Aeronautical /Aerospace/Mechatronics Engineering. Graduation in science with applied <u>Physics/Physics/Mathematics</u> b) Result as per common policy. c) Incumbent will be absorbed after completion required training	----
5	Dy.Mgr/ Asst. Mgr. (Tech. & FODCC) PG-VII/VI	----	Promotion/ Direct Recruitment	a) Graduation in science with physics/Mathematics Or Graduation in Library science b) Result as per common policy. c) Incumbent will be absorbed after completion required training .	3 yrs experience as Jr. Officer (FODCC) Flight Operations (Technical) PG-V
6	Jr. Officer (FODCC)PG-V	---	Promotion/	----	3 yrs experience as Jr. Officer (FODCC) Flight Operations (Technical) PG-V
7	Ops. Asst. FODCC PG-IV	---	Direct Recruitment	a) Graduation degree in science. b) Result : Minimum GPA : SSC & equivalent minimum GPA 3.5 out of 5.0 HSC 3.5 out of 5.0, Minimum CGPA Graduation 3.0 out of 4 / (2 <sup>nd</sup> class in Graduation in science degree ) c) For 'O' level: Average 'C' in best five subjects. For 'A' level: Average 'C' in best two subjects. d) In case of any equivalent degree from other systems not mentioned above equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. e) Well conversant on English. f) Computer Literacy.	----

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Chief of Technical (Operations) and Dy. Chief Technical & FODCC are designated as special pay group. They are selected from Flight Crew. Their qualifications are mentioned in OMA (ref: 2.1.4.2C and 2.1.4.3)

**Chief of Technical (Operations):**

- (i) Hold or has held a Bangladeshi ATPL and has 1000 hours in command of aircraft of the same type or similar to those proposed to be operated.
- (ii) Have Knowledge on operational planning.
- (iii) Have Knowledge on operations engineering.
- (iv) Have Knowledge on aircraft performance criteria.
- (v) Have Knowledge on Take off analysis chart.
- (vi) Have Knowledge on weight and balance of the proposed fleet in the company.
- (vii) Have Knowledge on preparation of MEL.

**Dy. Chief of Technical and FODCC:**

- (a) Must be an active regular pilot having ATPL with command experience and flown two types of aircraft in Biman fleet.
- (b) Must be above 30 (thirty) years of age.

**AOC & Aircraft Performance**

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	DGM (AOC & Aircraft Performance)	---	Promotion	-----	a) 2 years 6 months experience as Manager AOC/ACP
2	Manager (AOC) PG-VIII	---	Promotion/	-----	3 yrs experience as DY. Manager (AOC) PG-VII b) Sr. Management course completion from BATC
3.	DY. Manager (AOC) PG-VII	---	Promotion/	----	a) 3 yrs experience as Asst. Manager (AOC) b) Sr. Management course completion from BATC
4	Asst. Mgr. (AOC) Flight Operations (Technical) PG-VI	---	Direct Recruitment or from FODCC if qualification matches	a) B.Sc. in Electrical/Mechanical /Aeronautical /Aerospace/Mechatronics Engineering, <u>or Graduation in science with Applied Physics/Physics/Mathematics</u> b) Result as per common policy. c) Incumbent will be absorbed after completion required training mentioned in Operations Manual.	--

**Aircraft Performance (ACP)**


Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Manager (ACP) PG-VIII	--	Promotion/	--	a) 3 yrs experience as Dy. Manager (ACP) b) Sr. Management course completion from BATC
2	DY. Manager (ACP) PG-VII	---	Promotion/	-----	a) 3 yrs experience as Asst. Manager (ACP)
3	Asst. Mgr. (ACP) PG-VI	---	Direct Recruitment or from FODCC if qualification matches	a) B.Sc. in Electrical/Mechanical /Aeronautical /Aerospace/Mechatronics Engineering. Graduation in science with applied <u>Physics/Physics/Mathematics</u> b) Result as per common policy. c) Incumbent will be absorbed after completion required training	----

**10.4 Flight Operation Documentation Control Cell (FODCC)**

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1	Dy.Mgr/ Asst. Mgr. (Tech. & FODCC) PG-VII/VI	----	Promotion/ Direct Recruitment	a) <u>Graduation in science with physics/Mathematics</u> Or <u>Graduation in Library science</u> b) Result as per common policy. c) Incumbent will be absorbed after completion required training	3 yrs experience as Jr. Officer (FODCC) Flight Operations (Technical) PG-V
2	Jr. Officer (FODCC) PG-V	---	Promotion/	----	3 yrs experience as Jr. Officer (FODCC) Flight Operations (Technical) PG-V
7	Ops. Asst. FODCC PG-IV	---	Direct Recruitment	A. Graduation degree in science. B. Result: Minimum GPA: SSC or equivalent minimum GPA 3.5 out of 5.0, HSC 3.5 out of 5.0, Minimum CGPA: Graduation 3.0 out of 4 / (2 <sup>nd</sup> class in Graduation in science degree) C. For 'O' level: Average 'C' in best five subjects. For 'A' level: Average 'C' in best two subjects. D. In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from Education Board/UGC. E. Well conversant on English. F. Computer Literacy.	----

### 10.5 Route & Fuel

Sl No	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	DGM Flight Ops Route & Fuel PG-IX	--	Promotion	--	a) 2 years 6 months experience as Manager Route & Fuel b) Post Graduation
2.	Manager Ops Route & Fuel PG-VIII	--	Promotion	--	a) 3 yrs experience as Dy. Mgr. in Route & Fuel Dept. b) Sr. Management course completion from BATC
3.	Dy. Manager Route & Fuel PG-VII	--	Promotion	--	3 yrs experience as Asst. Mgr. in Route & Fuel Dept.
4.	AM Route & Fuel PG-VI	Max. 30 yrs	Promotion or by Direct Recruitment	a) B.Sc. Engineering in any discipline or four years Graduation degree in Applied Physics/Physics/Mathematics. b) Result : Minimum GPA : SSC equivalent minimum GPA 5.0 out of 5.0, HSC 5.0 out of 5.0, Minimum CGPA Graduation 3.0 out of 4. c) In case of any equivalent degree from other systems not mentioned above, equivalent certificate including equivalent GPA/CGPA from Education Board/UGC. d) Excellent skill on English writing and speaking. e) Skill on Microsoft/MAC office documents	a) 3 yrs experience as Jr. Officer Rout & Fuel b) Jr. Management course completion from BATC
5.	Jr. Officer Route & Fuel PG-V	--	Promotion	--	3 yrs experience as Ops Assistant Route & Fuel
6.	Ops Assistant Route & Fuel PG-IV	--	Recruitment	a) Graduation degree in science. b) Result: Minimum GPA in SSC or equivalent, GPA 5.0 out of 5.0, HSC 5.00 out of 5.0, Minimum CGPA : Graduation 2.50 out of 4 c) In case of any equivalent degree from other systems not mentioned above, equivalent certificate including equivalent GPA/CGPA from Education Board/UGC. d) Well conversant on English. e) Computer Literacy.	--

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## Cadet Pilot Recruitment Criteria as per Operations Manual

### **Basic Qualification:**


- 1) H.S.C (Sc.) or equivalent with Mathematics and Physics – min grade B/GPA 3 (2.4 in case of GCSE ‘A’ level).
- 2) Language skill on English-reading, writing and speaking, Bengali- speaking.
- 3) Commercial Pilot License (CPL) with issued/endorsed by CAAB.
- 4) Class I medical by CAAB approved medical authority.
- 5) Age minimum from CPL issuance age and maximum up to the Govt. limit.

After scrutiny by the Sub-Committee candidates will face the Selection Committee for written and oral test (Interview). “**Nominal Seniority**” will be decided on the basis of marks obtained in the selection process. This seniority will be used for Aptitude Test and until all Technical Courses are completed.

After scrutiny by the Sub-Committee the selection Committee will hold written test on:

- i) CPL subjects (Multiple choice/True-False/Fill in the blanks) : 50 marks
- ii) General English proficiency/General knowledge : 25 marks

Final Interview: : 25 marks  
 Total = 100 marks


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**CHAPTER 11**  
**CORPORATE PLANNING & TRAINING**


**11.1 CORPORATE PLANNING**

Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1.	Gen. Manager Corporate Planning PG-X	--	Promotion/ Transfer	--	2 years 6 months experience as DGM under combined seniority list.
2.	Dy. Gen. Manager Corporate Planning PG-IX	--	Promotion/ Transfer	--	a) 2 years 6 months experience as Manager under combined seniority list. b) Post Graduation.
3.	Manager Planning PG-VIII	--	Promotion/ Transfer	--	a) 3 yrs experience as Dy. Manager. b) Successfully completed Sr. Management course from BATC. c) Have computer literacy and declaration of computer know-how.
4.	Dy. Manager Planning PG-VII	--	Promotion/ Transfer	--	3 yrs experience as Asst. Manager.
5.	Asst. Manager Planning PG-VI	Max. 30 yrs	Direct Recruitment	a) Graduate in Commerce/ Business Administration/ Business Studies/ Economics/Statistics. b) Result as per management policy.	--
6.	Manager Legal PG-VIII	--	Promotion/ Transfer	--	3 yrs experience as Dy. Manager Legal.
7.	Dy. Manager Legal PG-VII	--	Promotion/ Transfer	--	3 yrs experience as Asst. Manager Legal
8.	Asst. Manager Legal PG-VI	Max 30 yrs	Direct Recruitment	a) Graduate in Law b) Should have Bar Council Certificate. c) Result as per management policy.	--




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Sl No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
9.	Dy. Gen. Manager Training PG-IX	--	Promotion/ Transfer	--	a) 2 years 6 months experience as Manager under combined seniority list. b) Post Graduation.
10.	Manager Training PG-VIII	--	Promotion/ Transfer	--	a) 3 yrs experience as Dy. Manager. b) Sr. Management course completion from BATC. c) Have computer literacy and declaration of computer know-how.
11.	Dy. Manager Training PG-VII	--	Promotion/ Transfer	--	3 yrs experience as Asst. Manager
12.	Asst. Manager Training PG-VI	Max 30 yrs	Direct Recruitment	a) Graduate in any discipline b) Result as per management policy	--


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## 11.2 BATC


SL No.	Name of Post	Age Limit of Direct Recruitment	Mode of Recruitment	Qualification For Direct Recruitment	Promotion Criteria
1	2	3	4	5	6
1.	Principal BATC	--	Promotion	--	(a) 2 years 6 months experience as DGM Training in PG-IX/DCE Grade at BATC.
	PG-X/CE Grade				
2.	DGM Training (Quality)	--	Promotion	--	(a) 2 years 6 months experience as Manager Training (Airframe & Structure/Engine/Engineering Maintenance/Electrical /Avionics) in PG-PE Grade.  (b) Competent to fulfil the requirements of CAAB/EASA as Quality Manager, Part 147.
	PG-DCE Grade				
3.	DGM Training (Aerospace)	--	Promotion	--	(a) 2 years 6 months experience as Manager Training (Airframe & Structure/Engine/Engineering Maintenance) in PG-PE Grade.  (b) Crossed 3rd LB in any of the following: (i) Airframe and Engine. (ii) B1 Category.  (c) Competent to fulfil the requirements of CAAB/EASA as Training Manager or Examination Manager, Part 147
	PG-DCE Grade				
4.	Manager Training (Airframe & Structure)	--	Promotion	--	(a) 3 years' experience as Deputy Manager (earlier Assistant Manager) Training (Airframe or Engine or Airframe/Structure) in PG-EO Grade.  (b) Crossed 3rd LB in any of the following: (i) Airframe and Engine. (ii) B1 Category.  (c) Sr. Management Course completion from BATC.
	PG-PE Grade.				

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5.	Manager Training (Engine)	--	Promotion	--	(a) 3 years' experience as Deputy Manager (earlier Assistant Manager) Training (Airframe or Engine or Airframe/Structure) in PG-EO Grade. (b) Crossed 3rd LB in any of the following: (i) Airframe and Engine. (ii) B1 Category. (c) Sr. Management Course completion from BATC.
	PG-PE Grade				
6.	Manager Training (Engineering Maintenance)	--	Promotion	--	(a) 3 years' experience as Deputy Manager (earlier Assistant Manager) Training in PG-EO Grade. (b) Crossed 3rd LB. (c) Sr. Management Course completion from BATC.
	PG-PE Grade				
7.	Deputy Manager Training (Airframe)	--	Promotion	--	3 years' experience as Assistant Manager Training (Airframe) in PG-VI.
	PG-VII/EO Grade				
8.	Assistant Manager Training (Airframe)	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical (Aerospace)/Mechanical. (b) Result as per common policy. (c) Absorption as per Admin Order No. 09/2000	--
	PG-VI				
9.	Deputy Manager Training (Engine)	--	Promotion	--	3 years' experience as Assistant Manager Training (Engine) in PG-VI.
	PG-VII/EO Grade				
10.	Assistant Manager Training (Engine)	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical (Aerospace)/Mechanical. (b) Result as per common policy. (c) Absorption as per Admin Order No. 09/2000	--
	PG-VI				
11.	Deputy Manager Training (Airframe/Structure)	--	Promotion	--	3 years' experience as Assistant Manager Training (Airframe/Structure) in PG-VI.
	PG-VII/EO Grade				

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12	Assistant Manager Training (Airframe/Structure) PG-VI	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical (Aerospace)/Mechanical. (b) Result as per common policy. (c) Absorption as per Admin Order No. 09/2000	--
13	DGM Training (Avionics) PG-DCE Grade	--	Promotion	--	(a) 2 years 6 months experience as Manager Training (Avionics/Electrical/Engineering Maintenance) in PG-PE Grade. (b) Crossed 3rd LB in any of the following: (i) Electrical and Instrument. (ii) Instrument and Radio Radar. (iii) Radio Radar and Electrical. (iv) B2 Category. (c) Competent to fulfil the requirements of CAAB/EASA as Training Manager or Examination Manager, Part 147.
14	Manager Training (Electrical) PG-PE Grade	--	Promotion	--	(a) 3 years' experience as Deputy Manager (earlier Assistant Manager) Training (Electrical/Instrument/Radio Radar) in PG-EO Grade. (b) Crossed 3rd LB in any of the following: (i) Electrical and Instrument. (ii) Instrument and Radio Radar. (iii) Radio Radar and Electrical. (iv) B2 Category. (b) Sr. Management Course completion from BATC.
15	Manager Training (Avionics) PG-PE Grade	--	Promotion	--	(a) 3 years' experience as Deputy Manager (earlier Assistant Manager) Training (Electrical/Instrument/Radio Radar) in PG-EO Grade. (b) Crossed 3rd LB in any of the following: (i) Electrical and Instrument. (ii) Instrument and Radio Radar. (iii) Radio Radar and Electrical. (iv) B2 Category. (b) Sr. Management Course completion from BATC.

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16	Deputy Manager Training (Electrical) PG-VII/EO Grade	--	Promotion	--	3 yrs experience as Assistant Manager Training (Electrical) in PG-VI.
17	Assistant Manager Training (Electrical) PG-VI	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical (Avionics)/ Electrical/Electronic. (b) Result as per common policy. (c) Absorption as per Admin Order No. 09/2000	--
18	Deputy Manager Training (Instrument) PG-VII/EO Grade	--	Promotion	--	3 years' experience as Assistant Manager Training (Instrument) in PG-VI.
19	Assistant Manager Training (Instrument) PG-VI	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical (Avionics)/Electrical/Electronic. (b) Result as per common policy. (c) Absorption as per Admin Order No. 09/2000	--
20	Deputy Manager Training (Radio Radar) PG-VII/EO Grade	--	Promotion	--	3 years' experience as Assistant Manager Training (Radio Radar) in PG-VI.
21	Assistant Manager Training (Radio Radar) PG-VI	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical (Avionics)/Electrical/Electronic. (b) Result as per common policy. (c) Absorption as per Admin Order No. 09/2000	--
22	DGM Training (Operations Technical) PG-IX	--	Promotion	--	2 years 6 months experience as Manager Training (Operations Technical) in PG – VIII.
23	Manager Training (Operations Technical) PG-VIII	--	Promotion	--	3 years' experience as Deputy Manager Training (Operations Technical) in PG – VII. (b) Sr. Management Course completion from BATC.

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24	Deputy Manager Training (Operations Technical) PG-VII	--	Promotion	--	(a) 3 years' experience as Assistant Manager Training (Operations Technical) in PG-VI (b) Operations Instructor's Approval in Basic/ATPL Course and 01 (one) Pilot's Type Technical Ground Course. (c) Instructional Technic Course Certificate.
25	Assistant Manager Training (Operations Technical) PG-VI	Max. 30 yrs	Direct Recruitment	(a) B. Sc Engineering in Aeronautical/Mechanical/ Electrical/Electronic. (b) Result as per common policy.	--
26	DGM Training (Marketing & Sales) PG-IX	--	Promotion	--	2 years 6 months experience as Manager Training (Pax Sales/Cargo Sales) in PG – VIII.
27	Manager Training (Pax Sales) PG-VIII	--	Promotion	--	(a) 3 years' experience as Deputy Manager Training (Pax Sales/Cargo Sales) in PG – VII. (b) Sr. Management Course completion from BATC.
28	Manager Training (Cargo Sales) PG-VIII	--	Promotion	--	(a) 3 years' experience as Deputy Manager Training (Pax Sales/ Cargo Sales) in PG – VII. (b) Sr. Management Course completion from BATC.
29	Deputy Manager Training (Pax Sales) PG-VII	--	Promotion	--	(a) 3 years' experience as Assistant Manager Training (Pax Sales/Cargo Sales) in PG – VI. (b) Instructional Technic Course Certificate.
30	Deputy Manager Training (Cargo Sales) PG-VII	--	Promotion	--	(a) 3 years' experience as Assistant Manager Training (Pax Sales/Cargo Sales) in PG – VI. (b) Instructional Technic Course Certificate.


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31	Assistant Manager Training (Pax Sales/Cargo Sales) PG-VI	Max. 30 yrs	Direct Recruitment	(a) Master's in Business Administration/Business Studies/Commerce with CGPA 3.0 out of 4.0 in Master's level. (b) Result as per common policy.	--
32	DGM Training (Customer Services) PG-IX	--	Promotion	--	2 years 6 months experience as Manager Training (Customer Services) in PG – VIII.
33	Manager Training (Customer Services) PG-VIII	--	Promotion	--	(a) 3 years' experience as Deputy Manager Training (Ground Services/Flight Services/Language/Grooming) in PG – VII. (b) Sr. Management Course completion from BATC.
34	Deputy Manager Training (Ground Services) PG-VII	--	Promotion or Transfer from Ground Service	--	(a) 3 years' experience as Assistant Manager Training (Ground Services) in PG – VI. (b) Instructional Technic Course Certificate.
35	Deputy Manager Training (Flight Services) PG-VII	--	Promotion or Transfer from Ground Service	--	(a) 3 years' experience as Assistant Manager Training (Flight Services) in PG – VI. (b) Instructional Technic Course Certificate.
36	Assistant Manager Training (Flight Services) PG-VI	Max. 30 yrs	Direct Recruitment	(a) Master's in Business Administration/Business Studies/Commerce with CGPA 3.0 out of 4.0 in Master's level. (b) Result as per common policy.	--
37	Deputy Manager Training (Language) PG-VII	--	Promotion or Transfer from Ground Service	--	(a) 3 years' experience as Assistant Manager Training (Language) in PG – VI. (b) Instructional Technic Course Certificate.
38	Assistant Manager Training (Language) PG-VI	Max. 30 yrs	Direct Recruitment	(a) Master's in English. Preference will be given to applied Linguistic Degree with CGPA 3.0 out of 4.0 in Master's level. (b) Result as per common policy.	--


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39	Deputy Manager Training (Grooming) PG-VII	--	Promotion	--	(a) 3 years' experience as Assistant Manager Training (Grooming) in PG – VI. (b) Instructional Technic Course Certificate.
40	Assistant Manager Training (Grooming) PG-VI	Max. 32 yrs	Direct Recruitment	(a) Master's in any discipline with CGPA 3.0 out of 4.0 in Master's level. (b) Result as per common policy. (c) Certificate/Diploma in Grooming/ Beautification from any reputed institute.	--
41	DGM Training (Mgt. Dev) PG-IX	--	Promotion	--	2 years 6 months experience as Manager Training (Mgt. Dev) in PG – VIII.
42	Manager Training (Mgt. Dev) PG-VIII	--	Promotion	--	(a) 3 years' experience as Deputy Manager Training (Mgt. Dev) in PG - VII. (b) Sr. Management Course completion from BATC.
43	Deputy Manager Training (Mgt. Dev) PG-VII	--	Promotion	--	(a) 3 years' experience as Assistant Manager Training (Mgt. Dev) in PG – VI. (b) Instructional Technic Course Certificate.
44	Assistant Manager Training (Mgt. Dev) PG-VI	Max. 30 yrs	Direct Recruitment	(a) Master's in Business Administration/Business Studies/Commerce with CGPA 3.0 out of 4.0 in Master's level. (b) Result as per common policy.	--
45	Deputy Manager (TCC) PG-VII	--	Promotion	--	3 years' experience as Assistant Manager (Library) in PG-VI
46	Assistant Manager (Library) PG-VI	Max. 30 yrs	Direct Recruitment	(a) 04 years Graduation in Library Science. (b) Result as per common policy.	--
47	Junior Officer (TCC) PG-V	Max. 35 yrs	Promotion/ Direct Recruitment	<b>Recruitment in PG – V</b> (a) 04 years Graduation in any discipline. (b) Result & Others: As per common policy.	<b>Promotion in PG – V</b> 3 years' experience as Sr. Library Assistant in PG-IV.
48	Sr. Library Assistant	Max. 35 yrs	Direct Recruitment	(a) 04 yrs Graduation in Library Science.	--



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	PG-IV			(b) Result & Others: As per common policy.	
49	Printing Assistant PG-3 (II)	Max. 30 yrs	Direct Recruitment	(a) H.S.C. (b) Experience on printing machine/photocopy machine/duplicating machine operating will be given preference.	--
50	Training Aid Assistant PG-IV/3 (II)	Max. 30 yrs	Promotion/Direct Recruitment	04 years duration diploma in Electrical/ Electronic/Mechanical Engineering from any recognized Polytechnic Institute.	<b>Promotion in PG – IV</b> 3 years' experience as Training Aid Assistant in PG-3(II) or 3 years' experience as Printing Assistant in PG-3(II) having 04 years Graduation in Science.
51	Assistant Manager (Technical Workshop) PG-VI	Max. 30 yrs	Promotion	---	<b>Promotion in PG – VI</b> 3 years' experience as Junior Officer (TW) in PG-V.
52	Junior Officer (TW) PG-V	--	Promotion	--	3 years' experience as Technical Workshop Assistant in PG - IV.

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53	Technical Workshop Assistant PG-IV	--	Direct Recruitment	<p style="text-align: center;"><b>Avionics</b></p> <p>(a) 04 years duration diploma in Electrical/ Electronic Engineering from any recognized Polytechnic Institute.</p> <p>(b) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0.</p> <p>(c) Should have knowledge on computer.</p> <p>(d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.</p> <p>(e) No GED degree is acceptable.</p> <p style="text-align: center;"><b>Aerospace</b></p> <p>(a) 4 years duration diploma in Mechanical Engineering from any recognized Polytechnic Institute.</p> <p>(b) Result S.S.C. or equivalent minimum 3.0 out of 5.0 or minimum average C in 'O' level (best five subjects), diploma minimum 2.8 out of 4.0.</p> <p>(c) Should have knowledge on computer</p> <p>(d) In case of any equivalent degree from other systems not mentioned above, equivalence certificate including equivalent GPA/CGPA from education Board/UGC is required.</p> <p>(e) No GED degree is acceptable.</p>	--
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