




আইসিবি ক্যাপিটাল ম্যানেজমেন্ট লিমিটেড  
অ্যাডমিনিস্ট্রেশন ডিপার্টমেন্ট

তারিখ : ২৭ বৈশাখ ১৪২৯  
১০ মে ২০২২

**প্রশাসনিক পরিপত্র নং- ১০/২০২২**

আইসিবি ক্যাপিটাল ম্যানেজমেন্ট লিমিটেড এর পরিচালনা পর্ষদের ৩০-০৩-২০২২ তারিখে অনুষ্ঠিত ২০২তম সভায় কোম্পানির চাকুরি পরিধানমালা “the ICB Capital Management Limited Employees Service Regulations, 2004” এর 2.7 (Schedule- II) এ কতিপয় পদে Method of Recruitment (নিয়োগ প্রক্রিয়া)-তে সংশোধন আনয়ন করা হয়েছে, যা সকলের অবগতির জন্য এতদসঙ্গে সংযুক্ত করে জারি করা হলো।

০২। কর্তৃপক্ষের অনুমোদনক্রমে এ পরিপত্র জারি করা হলো।

  
(দীপক কুমার দত্ত)  
উপ-প্রধান নির্বাহী কর্মকর্তা

বিতরণ: (জ্যেষ্ঠতার ভিত্তিতে নয়)

- ০১। সকল ডিপার্টমেন্ট প্রধান, আইসিএমএল প্রধান কার্যালয়, ঢাকা।
- ০২। প্রধান নির্বাহী কর্মকর্তার সচিবালয়, প্রধান কার্যালয়, ঢাকা।
- ০৩। সকল অতিরিক্ত প্রধান নির্বাহী কর্মকর্তা, প্রধান কার্যালয়, ঢাকা।
- ০৪। সকল উপ-প্রধান নির্বাহী কর্মকর্তা, প্রধান কার্যালয়, ঢাকা।
- ০৫। শাখা প্রধান, আইসিএমএল শাখাসমূহ।
- ০৬। অফিস কপি।

**অনুলিপি (কোম্পানির ওয়েবসাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য):**

ডিপার্টমেন্ট প্রধান, কম্পিউটার ডিপার্টমেন্ট, আইসিএমএল, প্রধান কার্যালয়, ঢাকা।



ICB Capital Management Ltd  
(Regulation 2.7)

(Schedule- II)

Minimum Qualification and Experience for Recruitment and Promotion

Sl No	Name of the Post	Age for Direct Recruitment	Method of Recruitment	Qualification
01.	Chief Executive Officer (CEO)	----	Appointment	The Chief Executive Officer of the Company shall be appointed by Exchange & ICB Unit, Bank and Financial Institutions Division, Ministry of Finance who shall be from ICB having sound academic qualifications and sufficient experience in Investment banking.
02.	Additional Chief Executive Officer (ACEO)	---	100% Nomination	To be appointed by the holding Company Investment Corporation of Bangladesh (ICB).
03.	(a) Deputy Chief Executive Officer  (b) Sr. System Analyst	---	100% Promotion	<u>For Promotion :</u> (a) Minimum 3 years' service as Senior Executive Officer.  (b) Minimum 3 years' service as System Analyst.
04.	a) Senior Executive Officer	---	100% Promotion	<u>For Promotion:</u> Minimum 5 years' service as Executive Officer.
	b) System Analyst	---	100% Promotion	<u>For Promotion:</u> Minimum 5 years' service as Programmer.
05.	a) Executive Officer		100% Promotion	<u>For Promotion :</u> Minimum 5 years' service as Senior Officer.
	b) Programmer		100% Promotion	<u>For Promotion:</u> Minimum 5 years' service as Assistant programmer.





ICB Capital Management Ltd  
(Regulation 2.7)

(Schedule- II)

Minimum Qualification and Experience for Recruitment and Promotion

Sl No	Name of the Post	Age for Direct Recruitment	Method of Recruitment	Qualification
06.	a) Senior Officer	30 yrs (Max) for direct recruitment	(1) 75% Direct recruitment.  (2) 25% Promotion.	<b>For Direct Recruitment :</b> 1. Minimum master degree with 2 first division/class/equivalent GPA (no 3rd division / class) in Finance, Banking, Marketing, Accounting, Management, Statistics, Economics, Business Administration, Mathematics & Law. <b>For Promotion:</b> 2. Minimum 3 years' service as Officer/ Librarian and 7 years service as Security Officer.
	b) Assistant Programmer	30 yrs (Max) for direct recruitment	100% Direct recruitment.	<b>For Direct Recruitment :</b> 1. Minimum Master degree with 2 first division/class/equivalent GPA (no 3rd division / class) in Physics, Applied Physics, Mathematics, Statistics, Computer Science/4 years Honors degree on the above subject/B.Sc Engineering or B. Sc Degree in Computer Science. 2. Must qualify standard aptitude test for programming.
07.	a) Officer	30 yrs (Max) for direct recruitment	(1) 50% Direct recruitment  (2) 50% Promotion	<b>For Direct Recruitment:</b> 1. Minimum master degree/4years Hon's degree with 01 first division / class / equivalent GPA in any discipline (no 3rd division / class). <b>For Promotion :</b> 2. Minimum 3 years service as Asstt. Officer Grade-I.
	b) Librarian	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment :</b> Minimum Master degree in Library & Information Science with 1 First division / class / equivalent GPA (no 3rd division / class).
	c) Security Officer	40 yrs (Max)	100% Direct recruitment.	<b>For Direct Recruitment :</b> Minimum H.S.C or Equivalent. At least 10 year's experience in the Armed forces or in the police services-having experience in using/ handling fire fighting equipments.







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(Schedule- II)

Minimum Qualification and Experience for Recruitment and Promotion

SI No	Name of the Post	Age for Direct Recruitment	Method of Recruitment	Qualification
08.	Assistant Officer Grade-I	30 yrs (Max)	(1) 25% Direct recruitment (2) 75% Promotion	<b>For Direct Recruitment :</b> 1. Minimum Master Degree/4years Hon's degree in any discipline. <b>For Promotion</b> 2. Minimum 3 years service as Assistant Officer Grade-II (Data Entry Operator/ Cashier)
09.	(a) Assistant Officer Grade-II (Data Entry Operator)	30 yrs (Max)	100% Direct Recruitment	<b>For Direct Recruitment :</b> a) Minimum Bachelor Degree with one First division/class/equivalent in any discipline. b) 40 words in English and 30 words in Bangla per minute in computer typing.
	(b) Assistant Officer Grade-II (Cashier)	30 yrs (Max)	100% Direct Recruitment	<b>For Direct Recruitment :</b> Minimum Bachelor Degree with one First division/class/equivalent GPA in any discipline.
	(c) Senior Dispatcher	----	100% promotion.	<b>For Direct Recruitment :</b> 1. Minimum Bachelor Degree or Equivalent. Practical experience as dispatcher. <b>For Promotion :</b> 2. Minimum 5 years' service as Dispatcher.
	(d) Care Taker	-	100% promotion.	<b>For Promotion :</b> Minimum H.S.C/equivalent pass with minimum 5 years' service as Asstt. Care taker.
	(e) Assistant Officer Grade-II (Reception)	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment :</b> Minimum Bachelor Degree with one second division/class/equivalent GPA in any discipline (Preference will be given to female candidate)
	(f) Assistant Officer Grade-II (Telephone Operator)	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment :</b> Minimum Bachelors' Degree ( Preference will be given to female candidate)





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(Schedule- II)

Minimum Qualification and Experience for Recruitment and Promotion

SI No	Name of the Post	Age for Direct Recruitment	Method of Recruitment	Qualification
	(g) Electrician	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment :</b> 1. Minimum H.S.C or equivalent. 2. Trade License from any recognized institution. Or Vocational training passed in the relevant subject.
10.	(a) Photocopy Machine Operator	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment:</b> Minimum H.S.C. pass with 02 years' experience as Photocopy Machine Operator.
	(b) Driver	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment :</b> 1. Minimum S.S.C pass or equivalent. 2. Valid Driving License from BRTA and 3 years' practical experience in driving.
11.	a) Assistant Care Taker	The post of Asstt. Caretaker is abolished. Existing Asstt. Caretaker will remain in the post until he is promoted as a Caretaker.		
	b) Dispatcher	---	100% Direct recruitment	<b>For Promotion :</b> Minimum H.S.C/equivalent pass with minimum 5 years' service as অফিস সহায়ক
12.	a) অফিস সহায়ক	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment:</b> Minimum S.S.C or equivalent.
	b) Plumber	30 yrs (Max)	100% Direct recruitment	<b>For Direct Recruitment:</b> Class VIII pass with Trade certificate from any recognized institution.

