



ESSENTIAL DRUGS COMPANY LIMITED

395-397, TEJGAON I/A, DHAKA-1208.

CAREER OPPORTUNITY

(Re-Advertisement)

Essential Drugs Company Limited (EDCL) is a 100% state owned Pharmaceutical Industry will recruit the following positions for Dhaka & Gopalganj Plant:

Sl. No	Post	Qualification	Experience & Other Qualification
01.	Finance Director, EDCL, Dhaka Post-01	FCA/ FCMA/ MBA (Major in Finance or Accounting) with good academic and professional track record. *Candidates must have at least 2 nd Class/ division. No 3 rd class/ division at any stage of the academic career will be accepted.	01 Minimum 17 (Seventeen) years experience in the relevant field of which at least 5 (five) years in a senior management position. 02 Must be able to demonstrate knowledge in Business Law, Labor Law, Tax/VAT Laws, Total Quality Management (TQM) & other related issues applicable in Bangladesh. 03 Computer literacy of the candidate is essential. 04 Minimum age limit 45 years (as on 04.06.2026).
02.	General Manager, Administration & HRM EDCL, Dhaka Post-01	Post Graduate or Graduation degree in 04 (four) years in Management / Social Science / MBA (Major in HRM). Diploma in Personnel Management shall be preferred.	01 Minimum 15 (Fifteen) years experience in the relevant field of which at least 5 (five) years in a senior management position. *Experience may be relaxed on the basis of academic / professional qualification. 02 Conversant with the latest development in the field of management & administration, labour laws & other related industrial laws applicable in Bangladesh. 03 Computer literacy of the candidate is essential. 04 Minimum age limit 42 years (as on 04.06.2026).
03.	General Manager, Procurement EDCL, Dhaka Post-01	Post Graduate or Graduation degree in 04 (four) years in Science / Commerce. ACA / ACMA/ MBA or specialized Diploma/Supply Chain Management/ certificate course in Procurement shall be preferred.	01 Minimum 15 (Fifteen) years experience in procurement related works in Pharmaceutical industries of which at least 5 (five) years in a senior management position. *Experience may be relaxed depending on exceptional academic and professional record. 02 Conversant with the latest scientific and technological development in the relevant field. 03 Computer literacy of the candidate is essential. 04 Minimum age limit 42 years (as on 04.06.2026).
04.	Dy. General Manager, Internal Audit, EDCL, Dhaka Post-01	Post Graduate or Graduation degree in 04 (four) years in Accounting/ Finance/ MBA with Major in Accounting or Finance or any Commerce discipline. Candidate having CA/ CMA degree shall be preferred.	01 Minimum 12 (Twelve) years experience in relevant field, including at least 5 (five) years in audit-related works and 5 (five) years in a senior management position. * Experience may be relaxed on the basis of academic result/ professional qualification. 02 Computer Literacy of the candidate will be an added advantage. 03 Minimum age limit 39 years (as on 04.06.2026).
05.	Dy. General Manager, Administration, EDCL, Gopalganj Post-01	Post Graduate or Graduation degree in 04 (four) years in Management / Social Science / MBA (Major in HRM). Diploma in Personnel Management shall be preferred.	01 Minimum 12 (Twelve) years experience in the relevant field of which at least 5 (five) years in a senior management position. *Experience may be relaxed on the basis of academic/ professional qualification. 02 Conversant with the latest developments in the field of management & administration, labour laws & other related industrial laws applicable in Bangladesh. 03 Computer literacy of the candidate is essential. 04 Minimum age limit 39 years (as on 04.06.2026).

Candidates are requested to send the applications to the following address with complete CV, copies of attested relevant certificates, a copy of NID and 03 copies of recent passport size coloured photograph (lab print) on or before 04 June, 2026 from the date of publication of the advertisement.

Noted: Candidates still serving should submit NOC from the competent authority.

Only short listed candidates will be invited for selection process.

Manager & In-charge, Admin & HRM Dept.
Essential Drugs Company Limited
395-397, Tejgaon I/A, Dhaka-1208.