

RESTRICTED

**MILITARY ENGINEER SERVICES**



**TRAINING INSTRUCTION**  
**FOR**  
**MES PERSONNEL**  
**NOVEMBER-2006**

APPROVED BY

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15 November 2006

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## **CATEGORIES OF MES PERSONNEL**

Ser	Categories	Rmk
1.	<b><u>Gazetted Officer CI – I</u></b>	
	a. Administrative Officer	
	b. Assistant Engineer F/S	
	c. Assistant Engineer	
	d. Senior Administrative Officer	
	e. Assistant Executive Engineer	
	f. Executive Engineer	
	g. Superintendent Engineer	
	h. Chief Engineer	
2.	<b><u>Gazetted Officer CI – II</u></b>	
	a. Sub Assistant Engineer (B/R & E/M)	
	b. Senior Sub Assistant Engineer (B/R & E/M)	
	c. Superintendent.	

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Ser	Categories	Rmk
3.	<b>Non Gazetted Staff</b>	
	a. Complain Receiver	
	b. Lower Division Clerk C/R	
	c. Office Assistant	
	d. Steno typist	
	e. Stenographer	
	f. Upper Division Assistant	
	g. Head Assistant	
	h. Blue printer	
	j. Draughtsman CI-C	
	k. Draughtsman CI-B	
	l. Draughtsman CI-A	
	m. Head Draughtsman	
	n. Store man	
	p. Supervisor F/S Grade-II	
	q. Supervisor F/S Grade-I	

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Ser	Categories	Rmk
4.	<b><u>Tradesman</u></b>	
	<b>B/R</b>	
	a. Supervisor B/R	Work Supervisor (Renamed)
	b. Mason	Mason & Mate
	c. Painter	Painter, Polisher, Sign writer & Glazier
	d. Aluminium Fabricator	Aluminium Fabricator (Proposed)
	e. Asst. Tradesman	Labour (Related Trades : Mason, Mate, Painter, Polisher, Sign writer & Glazier) (Renamed)
	<b>E/M</b>	
	a. Charge Hand	Charge Hand Grade -I & Grade -II
	b. Electrician	Electrician & Wireman
	c. Auto Electrician	Auto Electrician
	d. Lineman	Lineman
	e. Mechanical Fitter	Motor Transport Fitter, Tools & Plants Fitter, Generator Fitter, Engine Fitter, Mechanical Fitter, Instrument Repairer, Lathe Machine man.
	f. Air Conditioner & Refrigerator Mechanics	Air Conditioner & Refrigerator Mechanics

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Ser	Categories	Rmk
4.	<b>Tradesman</b>	
	g. Meter Reader	Meter Reader
	h. Tools & Plants Driver	Road Roller Driver, Concrete Mixture Driver, Tool & Plants Driver, Mixture Machine Driver.
	j. Motor Transport Driver	M T Driver
	k. Generator Operator	Oil Engine Driver, Engine Driver, Generator Operator
	l. Switch Board Attendant	Switch Board Attendant
	m. Welder	Welder, Gas Welder, Tin smith, Black smith & Hammer man
	n. Pipe Fitter	Pipe Fitter & Gas Fitter
	o. Plumber	Plumber
	p. Motor Pump Attendant	Motor Pump Attendant & Valve man
	q. Boiler Attendant	Boiler Attendant & Fireman
	r. Lift Room Attendant	Liftman (Renamed)
	s. Lift Mechanics	Lift Mechanics (Proposed)

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Ser	Categorise	Rmk
4.	<b>Tradesman</b>	
	t. Asst Tradesman	Labour (Related Trades : Electrician, Wireman, Auto Electrician, Lineman, Motor Transport Fitter, Tools & Plants Fitter, Generator Fitter, Engine Fitter, Mechanical Fitter, Instrument Repairer, Lathe Machine man, Air Conditioner & Refrigerator Mechanics, Meter Reader, Motor Transport Driver, Oil Engine Driver, Engine Driver, Generator Operator, Switch Board Attendant, Welder, Gas Welder, Tin smith, Black smith, Hammer man, Pipe Fitter, Gas Fitter, Plumber, Motor Pump Attendant, Valve man, Boiler Attendant, Fireman & Lift Mechanics) (Renamed)
	<b>F/S</b>	
	a. Cane man	Cane man
	b. Carpenter	Carpenter, Upholster & Cabinet Maker.
	c. Asst Tradesman	Labour (Related Trades: Cane man, Carpenter, Upholster & Cabinet Maker.) (Renamed)

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Note :

1. No of existing trades - 63
2. No of revised trades - 32
3. No of trades brought under training plan - 25
4. Theoretical trg not reqd for the fol 07 trades:
  - a. Imam
  - b. Muazzin
  - c. Complain Receiver
  - d. Mali
  - e. Labour (Mortar Cooli)
  - f. Sweeper (Sweeper, Officer Sweeper, Sewage Cooli, Gutter Cooli)
  - g. Security Guard (Chowkider, Head Chowkider, Chowkider khansama, Vacant Building Chowkider)



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OUTLINE TRAINING PROGRAMME

Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
1.	Any University in the country/ Abroad	Higher Studies (MS, M Sc Engg, MBA etc)	To achive higher/ advance knowledge on different subjects/ modern technology/ discipline.	Offrs	As per course programmer	Pre-requisites: as per Higher Studies Policy wks dte ltr no-100/81/E-1 dt 31 Otober 2006.
2.	Bangladesh Public Administration Training Centre (BPATC)	Project Management	To train and impart knowledge to the MES officers on advanced management relating to MES project and financial aspect and prepare them for next higher appointment.	SE & XEN	02 wks	Vacancy to be distributed by Works Dte/ DW & CEs.
		Financial Management			02 wks	

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
3.	Engineering Staff College, Bangladesh (ESCB)	a. Public Procurement Regulations (PPR-2003)	a. To train and impart knowledge to the MES officers on PPR 2003 relating to MES new condition of tender document.	SE & XEN	01 wk	Vacancy to be distributed by Works Dte/ DW & CEs.
		b. Site Management for field level Engrs.	b. To train and impart knowledge to the MES officers on Management for field level Engrs.	”	01 wk	-Do-
		c. Heating Ventilation Air Conditioning (HVAC) and electrical Services for bldg.	c. To train and impart knowledge to the MES officers on HVAC and electrical svcs for high rise bldg.	”	01 wk	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Engineering Staff College, Bangladesh (ESCB)	d. Public Procurement Regulations (PPR-2003)	d. To train and impart knowledge to the MES officers on PPR 2003 relating to MES new condition of tender document.	AXEN, AE (B/R )	01 wk	Vacancy to be distributed by Works Dte/ DW & CEs.
		e. Computer aided project management.	e. To train and impart knowledge to the MES officers on computer aided project management.	”	03 days	-Do-
		f. JCI/UAP/ESCB workshop on repair and strength of deteriorated concrete structures	f. To train and impart knowledge to the MES officers on workshop repair and strength of deteriorated concrete structures.	”	03 days	-Do-
		g. Computer Aided analysis and Design of civil Engg. structures.	g. To train and impart knowledge to MES draftsman class ‘B’ on Computer Aided analysis and Design of civil Engg. structures.	”	04 wks	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Engineering Staff College, Bangladesh (ESCB)	h. Public Procurement Regulations (PPR-2003)	h. To train and impart knowledge to the MES officers on PPR 2003 relating to MES new condition of tender document.	AXEN, AE (E/M)	01 wk	Vacancy to be distributed by Works Dte/ DW & CEs.
		j. Computer aided project management.	j. To train and impart knowledge to the MES officers on computer aided project management.	"	03 days	-Do-
		k. Heating Ventilation Air Conditioning (HVAC) and electrical svcs for bldg.	k. To train and impart knowledge to the MES officers on HVAC and electrical svcs for high rise bldg.	"	01 wk	-Do-
		l. Air conditioning Refrigeration computer control system.	l. To train and impart knowledge to the MES officers on Air conditioning Refrigeration computer control system.	"	04 wks	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Engineering Staff College, Bangladesh (ESCB)	m. Public Procurement Regulations (PPR-2003)	m. To train and impart knowledge to the MES officers on PPR 2003 relating to MES new condition of tender document.	SSAE SAE (B/R)	01 wk	Vacancy to be distributed by Works Dte/ DW & CEs.
		n. Plumbing Basic Course.	n. To train and impart knowledge to the MES officers on Plumbing Basic Course.	“	02 days	-Do-
		p. Computer aided project management.	p. To train and impart knowledge to the MES officers on computer aided project management.	“	03 days	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Engineering Staff College, Bangladesh (ESCB)	q. Public Procurement Regulations (PPR-2003)	q. To train and impart knowledge to the MES officers on PPR 2003 relating to MES new condition of tender document.	SSAE SAE (E/M)	01 wk	Vacancy to be distributed by Works Dte/ DW & CEs.
		r. Plumbing Basic Course.	r. To train and impart knowledge to the MES officers on Plumbing Basic Course.	"	02 days	-Do-
		s. Heating Ventilation Air Conditioning (HVAC) and electrical svcs for bldg.	s. To train and impart knowledge to the MES officers on HVAC and electrical svcs for high rise bldg.	"	01 wk	-Do-
		t. Air conditioning Refrigeration compute ring control system.	t. To train and impart knowledge to the MES officers on Air conditioning Refrigeration compute ring control system.	"	04 wks	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
4.	Institution of Engineers, Bangladesh (IEB)	a. Auto CAD (2D)	a. To train and impart knowledge to the Auto CAD (2D) & (3D) and prepare them for next higher appointment.	AXEN & AE (B/R, E/M & Arch)	40 hrs in 20 class	Vacancy to be distributed by Works Dte/ DW & CEs.  -Do-
		b. Auto CAD (3D)	b. -Do-		24 hrs in 12 class	
		c. Programming with visual basic. Net.	c. To train and impart knowledge to the Programming with visual basic Net.		70 hrs in 35 class	
		d. Hardware maintenance, trouble shooting & net working essential, windows 98 & MS office 2000.	d. To train and impart knowledge to the Hardware maintenance, trouble shooting & net working essential, windows 98 & MS office 2000.	SSAE & SAE (B/R )	60 hrs in 30 class	-Do-
		e. Computer fundamentals, windows 98/XP/Vista and MS office 2000/03/07.	e. To train and impart knowledge to the Computer fundamentals, windows 98/XP/ Vista and MS office 2000/03/07.	”	48 hrs in 24 class	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Institution of Engineers, Bangladesh (IEB)	f. Computer fundamentals, windows 98/XP/ Vista and MS office 2000/03/07.	f. To train and impart knowledge to the Computer fundamentals, windows 98/XP/Vista and MS office 2000/03/07.	UDA, Office Asst., LDC C/R, C/R, Stenoty pist	48 hrs in 24 class	Vacancy to be distributed by Works Dte/ DW & CEs.
		g. Hardware maintenance, trouble shooting & net working essential, windows 98 & MS office 2000.	g. To train and impart knowledge to the Hardware maintenance, trouble shooting & net working essential, windows 98 & MS office 2000.		60 hrs in 30 class	-Do-
		h. Auto CAD (2D)	h. To train and impart knowledge to the Auto CAD (2D).	D/Man CI-A	40 hrs in 20 class	-Do-
		j. Auto CAD (3D)	j. To train and impart knowledge to the Auto CAD (3D).	”	24 hrs in 12 class	-Do-



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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
5.	School of Military Engineering (SME)	a. Officers Orientation Course (OOC).	a. To give the new entrants orientation on MES Organizations and to familiarize them with basic working procedures and relevant responsibility.	AE (B/R & E/M)	04 wks	Vacancy to be distributed by Works Dte/ DW & CEs.
		b. Basic Technical Course (BTC).	b. To train and impart basic technical knowledge to the MES young officers on MES procedure and working and prepare them for next higher appointment.	”	06 wks	-Do-
		c. Basic Management Course (BMC).	c. To train and impart basic knowledge to the MES officers on basic management relating to MES financial aspect & administration to prepare them for next higher appointment.	”	06 wks	-Do-

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Ser	Name of Institutions	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	School of Military Engineering (SME)	d. Basic Technical Course (BTC).	d. To train and impart basic technical knowledge to the MES young officers on MES procedure and working and prepare them for next higher appointment.	SAE & SSAE (B/R & E/M)	06 wks	Vacancy to be distributed by Works Dte/ DW & CEs.
		e. Basic Management Course (BMC).	e. To train and impart basic knowledge to the MES officers on basic management relating to MES financial aspect & administration to prepare them for next higher appointment.	”	06 wks	-Do-
		f. Basic Management Course (BMC)	f. To train and impart knowledge to the participants on administrative rules and regulations, departmental routine & procedure, financial management system and prepare them for next higher appointment.	Supvr F/S Gde-I, Supdt, Hd Asst & Stenographer/ Hd D/Man	-	Vacancy to be distributed by Works Dte/ DW & CEs.

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	School of Military Engineering (SME)	g. Office Management Course	g. To train and impart basic knowledge to the MES clerical staff on office management and prepare them for next higher appointment.	UDA, Office Asst, Steno typist	06 wks	Vacancy to be distributed by Works Dte/ DW & CEs.
		h. Technical Drafting Course	h. To train and impart basic knowledge to the MES Technical Drafting Course and prepare them for next higher appointment.	D/Man CI- B	06 wks	Vacancy to be distributed by Works Dte/ DW & CEs.

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
6.	Trg Bn	a. Advanced Trade Training (ATT)	a. To train and impart advanced knowledge on the trade.	Draughtsman CI-C	10 wks	Vacancy to be distributed by Works Dte/ DW & CEs.
		b. Advanced Trade Training (ATT)	b. To train and impart advanced knowledge on the trade.	Mason	10 wks	-Do-
7.	Engr Bn	a. Advanced Trade Training (ATT)	b. To train and impart advanced knowledge on the trade.	Painter	10 wks	These courses may be conducted under the arrangement of Engr Bn when felt necessary. Wks Dte will issue seperate instructions in this regards.
		b. Basic Trade Training (BTT)	d. To train and impart basic knowledge on the trade.	Assistant Tradesman (Related trades)	08 wks	

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
8.	CMES	Orientation Course	To give the new entrants orientation on MES working and to familiarise them with basic procedures and relevant responsibility.	Supervisor B/R	02 wks	Mandatory course for the trade appointment.
			-Do-	Mason	02 wks	-Do-
			-Do-	Painter	02 wks	-Do-
			-Do-	Aluminium Fabricator	02 wks	-Do-
			-Do-	Charge hand	02 wks	-Do-
			-Do-	Electrician	02 wks	-Do-
			-Do-	Auto Electrician	02 wks	-Do-
			-Do-	Lineman	02 wks	-Do-
			-Do-	Mechanical Fitter	02 wks	-Do-
			-Do-	Meter Reader	02 wks	-Do-
			-Do-	AC & Refrigerator Mechanics	02 wks	-Do-
			-Do-	Tools & Plants Driver	02 wks	(Block Post)

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk	
	CMES	Orientation Course	To give the new entrants orientation on MES working and to familiarise them with basic procedures and relevant responsibility.	Motor Transport Driver	02 wks	(Block Post)	
				Switch Board Attendant	02 wks	Mandatory course for the concerned appt .	
				-Do-	Welder	02 wks	-Do-
				-Do-	Pipe Fitter	02 wks	-Do-
				-Do-	Plumber	02 wks	-Do-
				-Do-	Motor Pump Attendant	02 Wks	-Do-
				-Do-	Boiler Attendant	02 Wks	(Block Post)
				-Do-	Cane man	02 wks	
				-Do-	Carpenter	02 wks	

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	CMES	Initial Trade Training (ITT)	To train and impart initial knowledge to the trades.	Asst Tradesman (Related trade : Mason, Painter & Aluminium Fabricator)	04 wks	Mandatory course for the concerned appt.
-do-			Asst Tradesman (Related trade : Electrician, Auto Electrician, Lineman, Mechanical Fitter, Air Conditioner & Refrigerator Mechanics, Meter Reader, Tools & Plant Driver, Motor Transport Driver, Switch Board Attendant, Welder, Pipe Fitter, Plumber, MPA & Boiler Attendant)	04 wks	-Do-	
-do-			Asst Tradesman (Related trade: Carpenter, Cane man)	08 wks	-Do-	
		Basic Trade Training (BTT)	To train and impart knowledge on basic trade training to the tradesman.	Asst Tradesman (Related trade: (Caneman)	08 wks	-Do-

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
9.	Technical Training Centre (TTC)/ Bangladesh German Technical Trade Centre. (BGTTTC)	Basic Trade Training (BTT)	To train and impart basic knowledge on the related trades.	Store man	08 wks	-Do-
			-Do-	Meter Reader	08 wks	Mandatory course for next higher rank ie (Charge hand).
			-Do-	Asst Tradesman (Related trade : Mason, Painter & Aluminium Fabricator)	08 wks	-Do- (Supervisor B/R).
			-Do-	Asst Tradesman (Related trade : Electrician, Auto Electrician, Lineman, Mechanical Fitter, Air Conditioner & Refrigerator Mechanics, Meter Reader, Tools & Plant Driver, Motor Transport Driver, Generator Operator, Switch Board Attendant, Welder, Pipe Fitter, Plumber & Motor Pump A attendant)	08 wks	Mandatory course for the concerned appt.



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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Technical Training Centre (TTC)/ Bangladesh German Technical Trade Centre. (BGTTTC)	Basic Trade Trg (BTT)	To train and impart basic knowledge on the related trades.	Asst Tradesman (Related trade : Carpenter)	08 wks	Mandatory course for next higher rank.
		Advanced Trade Training (ATT)	-Do-	Supervisor B/R	10 wks	Mandatory course for the concerned appt.
			-Do-	Aluminium Fabricator	10 wks	-Do-
			-Do-	Charge Hand	10 wks	-Do-
			-Do-	Electrician	10 wks	-Do-
			-Do-	Auto Electrician	10 wks	-Do-
			-Do-	Lineman	10 wks	-Do-
			-Do-	Mechanical Fitter	10 wks	-Do-
			-Do-	Air Conditioner & Refrigerator Mechanics	10 wks	-Do-
			-Do-	Tools & Plant Driver	10 wks	-Do-
			-Do-	Generator Operator	10 wks	-Do-
			-Do-	Switch Board Attendant	10 wks	-Do-
			-Do-	Welder	10 wks	-Do-
			-Do-	Pipe Fitter	10 wks	-Do-

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Technical Training Centre (TTC)/ Bangladesh German Technical Trade Centre. (BGTTTC)	Advanced Trade Training (ATT)	To train and impart basic knowledge on the related trades.	Plumber	10 wks	-Do-
			-Do-	Cane man	10 wks	(Block Post)
			-Do-	Motor Transport Driver	10 wks	(Block Post)
			To train and impart knowledge on advanced trade training to the tradesman.	Meter Reader	10 wks	
			To train and impart basic knowledge on the related trades.	Complain Receiver	10 wks	(Block Post)

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
10.	Supplier/ Manufacturer	Orientation Course	To train and impart basic knowledge on newly procured Eqpt /Tools & Plants.	Lift Room Attendant	02 Wks	To be conducted as and when reqd.
			-Do-	Lift Mechanics	02 Wks	-Do-
			-Do-	Air Conditioner & Refrigerator Mechanics	02 Wks	-Do-
			-Do-	Generator Operator	02 Wks	-Do-
		Basic Trade Training (BTT)	To train and impart Basic knowledge on the related trades.	Boiler Attendant	08 wks	-Do-
			-Do-	Lift Room Attendant	08 wks	-Do-

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Ser	Name of Institution	Name of Courses	Aim of the course	Trainees	Duration	Rmk
	Supplier/ Manufacturer	Advanced Trade Training (ATT)	To train and impart advanced knowledge on the related trades.	Boiler Attendant	10wks	Mandatory course for next higher rank ie (Chargehand).
			-Do-	Lift Room Attendant	10 wks	To be conducted as and when reqd.
			-Do-	Lift Mechanics	10 wks	-Do-

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OUTLINE OF COURSE PROGRAMME

**1<sup>st</sup> class Officers**

Ser	Trainee	Own Sources		Out Sourcing			Rmk
		Courses	SME	BPATC	ESCB	IEB	
1.	SE, XEN	a. PPR-2003 b. Site management for field level engrs. c. HVAC and electrical svcs for bldg. d. Project Management. e. Financial Management	- - - - -	- - - 02 wks 02 wks	01 wk 01 wk 01 wk - -	- - - - -	Vacancy to be distributed by Works Dte/ DW & CEs.
2.	AXEN, AE (B/R)	a. Officers orientation course b. Basic Technical Course. c. Basic Management Course. d. PPR-2003 e. Computer Aided proj management. f. JCI/UAP/ESCB workshop on repair and strength of deteriorated concrete structures. g. Computer Aided analysis and Design of civil Engg. structures.	04 wks 06 wks 06 wks - - - -	- - - - - -	- - - 01 wk 03 days 03 days  04 wks	- - - - - -	Vacancy to be distributed by Works Dte/ DW & CEs.
	AE (B/R, Arch)	a. Auto CAD (2D) b. Auto CAD (3D) c. Programming with Visual Basic Net	- - -	- - -	- - -	40 hrs in 20 class 24 hrs in 12 class 70 hrs in 35 class	

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Ser	Trainee	Own Sources		Out Sourcing			Rmk
		Courses	SME	BPATC	ESCB	IEB	
3.	AXEN, AE ( E/M)	a. Officers orientation course b. Basic Technical Course. c. Basic Management Course d. PPR-2003 e. Computer Aided proj management. f. HVAC and electrical svcs for bldg. g. Air conditioning Refrigeration compute ring control system. h. Auto CAD (2D)  j. Auto CAD (3D)  k. Programming with Visual Basic Net	04 wks 06 wks 06 wks - - - - - - -	- - - - - - - - - -	- - - 01 wk 03 days 01 wk 04 wks - - -	- - - - - - - 40 hrs in 20 class 24 hrs in 12 class 70 hrs in 35 class	Vacancy to be distributed by Works Dte/ DW & CEs.
4.	Supervisor F/S Gde-I, Supdt, Hd Asst, Stenograp her & Head D/Man	Basic Management Course.	06 wks	-	-	-	Vacancy to be distributed by Works Dte/ DW & CEs.

**2<sup>nd</sup> class Officers**

Ser	Trainees	Own Sources		Out Sourcing		Rmk
		Courses	SME	ESCB	IEB	
1.	SSAE/ SAE (B/R)	a. Basic Technical Course. b. Basic Management Course. c. PPR-2003 d. Plumbing Basic Course. e. Computer aided project management. f. Hardware maintenance, trouble shooting & net working essential, windows 98 and MS Office 2000	06 wks 06 wks - - - -	- - 01 wk 02 days 03 days -	- - - - - 60 hrs in 30 class	Vacancy to be distributed by Works Dte/ DW & CEs.
2.	SSAE/ SAE (E/M)	a. Basic Technical Course. b. Basic Management Course. c. PPR-2003 d. Plumbing Basic Course. e. HVAC and electrical svcs for bldg. f. Air conditioning Refrigeration compute ring control system. g. Computer fundamentals, windows 98/XP/Vista and MS Office 2000/ 03/ 07.	06 wks 06 wks - - - - -	- - 01 wk 02 days 01 wk 04 wk -	- - - - - - 48 hrs in 24 class	Vacancy to be distributed by Works Dte/ DW & CEs.

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**NG staff**

Ser	Trainee	Own Sources				Out Sourcing			Rmk
		Courses	CMES	SME	Trg Bn	ESCB	IEB	TTC/ BGTTTC	
1.	UDA, Office Asst., LDC C/R, C/R & Steno typist	a. Office Management Course. b. Computer fundamentals, windows 98/XP/Vista and MS Office 2000/2003/2007. c. Hardware maintenance, trouble shooting & net working essential, windows 98 & MS Office 2000	- - -	06 wks - -	- - -	- - -	- 48 hrs in 24 class 60 hrs in 30 class	- - -	Vacancy to be distributed by Works Dte/ DW & CEs.
2.	D/man Cl- 'C'	a. Advanced Trade Training (ATT)	-	-	10 Wks	-	-	-	Vacancy to be distributed by Works Dte/ DW & CEs.

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Ser	Trainee	Own Sources				Out Sourcing			Rmk
		Courses	CMES	SME	Trg Bn	ESCB	IEB	TTC/ BGTTTC	
3.	D/man CI- B.	a. Technical drafting course	-	06 wks	-	-	-	-	Vacancy to be distributed by Works Dte/ DW & CEs.
4.	D/man CI- A	a. Auto CAD (2D)	-	-	-	-	40 hrs in 20 class	-	Vacancy to be distributed by Works Dte/ DW & CEs.
		b. Auto CAD (3D)	-	-	-	-	24 hrs in 12 class	-	
5.	Store man	Basic Trade Training (BTT)	-	-	-	-	-	08 wks	Vacancy to be distributed by Works Dte/ DW & CEs.

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**Tradesman**

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/ BGTTTC	Supplier/ Manufacturer	
1.	Supervisor. B/R	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	Mandatory course.
2.	Mason	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	10 Wks	-	-	-	Mandatory course.
3.	Painter	a. Orientation course	02 wks	-	-	-	-	-	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	10 Wks	-	-	(Block Post)
4.	Aluminium Fabricator	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	

RESTRICTED

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTTC	Supplier/Manufacturer	
	Charge hand	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	Mandatory course.
5.	Electrician	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	Mandatory course.
6.	Lineman	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	Mandatory course.
7.	Mechanical Fitter	a. Orientation course	02 wks	-	-	-	-	-	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	(Block Post)
8.	AC & Ref. Mech	a. Orientation course	02 wks	-	-	-	-	02 wks	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	Mandatory course.

RESTRICTED

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTC	Supplier/Manufacturer	
9.	Meter Reader	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	-	-	-	-	08 Wks	-	Mandatory course.
		c. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	Mandatory course.
10.	T&P Driver	a. Orientation course	02 wks	-	-	-	-	-	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	(Block Post)
11.	MT Driver	a. Orientation course	02 wks	-	-	-	-	-	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	(Block Post)
12.	Generator Operator	a. Orientation course	-	-	-	-	-	02 wks	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	(Block Post)

RESTRICTED

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTC	Supplier/Manufacturer	
13.	SBA	a. Orientation course	02 wks	-	-	-	-	02 wks	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	(Block Post)
14.	Welder	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	Mandatory course.
15.	Pipe Fitter	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	Mandatory course.
16.	Plumber	a. Orientation course	02 wks	-	-	-	-	-	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	Mandatory course.

RESTRICTED

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTTC	Supplier/Manufacturer	
17.	MPA	a. Orientation Course	02 wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	-				08 Wks	-	Mandatory course.
18.	Boiler Attendant	a. Orientation Course	02 wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	-	-	-	-	-	08 wks	Mandatory course.
		c. Advanced Trade Training (ATT)	-	-	-	-	-	10 wks	Mandatory course.
19.	Lift Room Attendant	a. Orientation course	-	-	-	-	-	02 wks	Mandatory course.
		b. Basic Trade Training (BTT)	-	-	-	-	-	08 wks	Mandatory course.
		c. Advanced Trade Training (ATT)	-	-	-	-	-	10 wls	Mandatory course.

RESTRICTED

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTC	Supplier/Manufacturer	
20.	Lift Mech.	a. Orientation course	-	-	-	-	-	02 wks	Mandatory course.
		b. Advanced Trade Training (ATT)	-	-	-	-	-	10 wls	Mandatory course.
21.	Caneman	a. Orientation course	02 wks	-	-	-	-	-	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 Wks	-	(Block Post)
22.	Carpenter	Orientation course	02 wks	-	-	-	-	-	(Block Post)
23.	Auto Electrician	a. Orientation course	02 wks	-	-	-	-	-	(Block Post)
		b. Advanced Trade Training (ATT)	-	-	-	-	10 wks	-	(Block Post)
24.	Complain Receiver	a. Advanced Trade Training (ATT)	-	-	-	-	-	10 wls	Mandatory course.

RESTRICTED

Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTTC	Supplier/Manufacturer	
25.	Asst Tradesman (Related Trdes :Mason, Painter & Aluminium Fabricator).	a. Initial Trade Training (ITT)	04 Wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	-	-	-	-	08 Wks	-	Mandatory course.
26.	Asst Tradesman (Related Trdes :Electrician, Auto electrician, lineman, Mechanical fitter, AC & Ref. Mech., Meter Reader, T & P driver, MT driver, Gen Op, SBA, Welder, Pipe Fitter, Plumber & MPA, ).	a. Initial Trade Training (ITT)	04 Wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	-	-	-	-	08 Wks	-	Mandatory course.



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Ser	Own Sources						Out Sourcing		Rmk
	Trainees	Courses	CMES	SME	Trg Bn	Engr Bn	TTC/BGTTC	Supplier/Manufacturer	
27.	Asst Tradesman (Related Trdes: Carpenter ).	a. Initial Trade Training (ITT)	04 Wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	-	-	-	-	08 wks	-	Mandatory course.
28.	Asst Tradesman (Related Trdes: Caneman ).	a. Initial Trade Training (ITT)	04 Wks	-	-	-	-	-	Mandatory course.
		b. Basic Trade Training (BTT)	08 wks	-	-	-	-	-	Mandatory course.
29.	Asst Tradesman (Related Trdes).	a. Basic Trade Training (BTT)	-	-	-	08 wks	-	-	Mandatory course.