



TRZ GARMENTS INDUSTRY LTD.

Corporate Head Office: Kushol Centre (3rd Floor), Plot # 29, Sector # 3, Uttara C/A, Dhaka-1230, Bangladesh. Tel. 88-02- 7913831, 7913832, 8919113, 8956188, Fax: 88-02-8918761, E-mail: info@trzgroup.com Web: www.trzgroup.com
Factory Address: Gacha Road, Gacha, Gazipur Sadar, Gazipur-1704, Bangladesh. (Opposite of Gazipur Technical School & College), Tel. 88-02-9293672. 9293623-25, E-mail: info@trzgroup.com

Ref: TRZ/HRD/ 2018

Recruitment & Selection Policy

(Effective from January, 2018)

1. TRZ Garments Industry Ltd do not recruit any child or forced laborer.
2. We do not recruit any person on the basis of religion, race, gender, social, or ethnic origin or political affiliation.
3. No employee below the age of 18 is recruited in TRZ Garments Industry Ltd.
4. Equal opportunities & due consideration to all applicants/candidates is the basic principal of recruitment & selection.
5. Employees are selected purely on the basis of qualification & experience without any influence or persuasion from any section/person.
6. All employee recruited are provided with appointment letter detailing terms & condition of appointments & employment records of all recruited employees are registered with employment I.D. No.
7. Rejected applicant's information is kept for 3 years.
8. Minimum education & experience requirement for management recruitment :

Position	Educational Experience	Minimum Service required to attend the post (regular Entry)	Additional Experience in lieu of Education (Subject to management approval)
Asst. Officer	B.Sc Engineering /Masters	0 Year	2 Years
Officer		2 Years	2 Years
Sr. Officer		4 Years	2 Years
Asst. Manager		7 Years	3 Years
Dy. Manager		10 Years	3 Years
Manager		13 Years	3 Years
Sr. Manager		16 Years	Management's Consideration
DGM		Management's Consideration	
GM & Above		As per TRZ Instruction	





TRZ GARMENTS INDUSTRY LTD.

Corporate Head Office: Kushol Centre (3rd Floor), Plot # 29, Sector # 3, Uttara C/A, Dhaka-1230, Bangladesh. Tel. 88-02- 7913831, 7913832, 8919113, 8956188, Fax: 88-02-8918761, E-mail: info@trzgroup.com Web: www.trzgroup.com
Factory Address: Gacha Road, Gacha, Gazipur Sadar, Gazipur-1704, Bangladesh. (Opposite of Gazipur Technical School & College), Tel. 88-02-9293672, 9293623-25, E-mail: info@trzgroup.com

Ref: TRZ/HRD/ 2018

Recruitment & Selection Procedure

(Effective from January, 2018)

