



People's Republic of Bangladesh
National Board of Revenue
VAT Online Project
IDEB Building, Kakrail, Dhaka-1000
www.nbr.gov.bd



Memo No. 08.01.0000.068.11.005.12(84)/2014-187

Date: 12/11/2014

Notice inviting Application for Training of Trainers (TOT)

The VAT Online Project envisages different trainings for the NBR Staff for successful implementation of the VAT & SD Act, 2012 and developing VAT administration as a knowledge-based administration. Keeping this in mind, NBR requires development of a skill mass for conducting training programs concerning with the new VAT Law and Rules during the project period and even beyond after completion of the project.

In order, for development of the skill mass, to implement the training programs, the Training of Trainers (TOT) is essential. NBR has decided under Staff Training Strategy 2014-18 to conduct a 3-week long TOT Course for the selected NBR Staff.

TOT Course is designed as such that in Phase I of the course the selected NBR Staff will be given training on the basic knowledge in TOT, design and development of course contents, development of presentations, design of training modules, training plan, training schedules/programs, course coordination and management, implementation, pre-test and post-test questions for assessment of the participants etc., and in Phase II the participants will be trained on mainly acquiring commands on the contents in regard to VAT Law and other associated aspects. In Phase III they will be given the hands-on training on delivery-skills of lecture sessions through mock demonstration.

The initial selection of 50 NBR Staff spread over the officials from Assistant Commissioner to Additional Commissioner will be made through open invitation of interests and short-listing by a committee headed by Project Director based on some pre-determined criteria. This 50 short-listed candidates will then be interviewed by a Selection Board for screening out the best 40 candidates. A written test on VAT Law and other associated matters will also be conducted for final selection of the 30 candidates who, upon approval of Chairman, NBR, will be nominated for TOT at a suitable institute namely Bangladesh Institute of Management (BIM), National Academy for Planning and Development (NAPAD) and Bangladesh Institute of Administration and Management (BIAM). Certificates will be awarded to all those who will qualify for the course as mentioned in the preceding paragraph.



At the end the top 10 performers in TOT course will be nominated for training abroad for further strengthening their overall skill and capacity. The list of all 30 trainers will be published in NBR Website as Trainer as per the policy of Staff Training Strategy 2014-18. The 30 trainers will conduct all trainings under the project and if needed, in other areas under the administrative control of NBR.

In order to form the pool of TOT, NBR invites applications in specified form attached herewith from the interested candidates (Assistant Commissioner to Additional Commissioner) to submit their application form by 20th November, 2014.

Application sending through email (zakir@nbr.gov.bd) is highly appreciable.

[You can also download the form from

(1) <http://www.nbr.gov.bd/noticeboard.php?>

(2) www.facebook.com/pages/Bangladesh-Customs-and-VAT]

Sd/-

(Barrister Jahangir Hossain)

Member (VAT Policy)

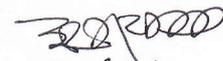
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Project Director

Distribution

[Please distribute the copy of this notice and application form to all officers from Assistant commissioner to Additional Commissioner working under your command.]

1. Commissioner (All)
Customs, Excise and VAT Commissionerate, Dhaka (South)/Dhaka (North)/
Dhaka(East)/ Dhaka(West)/ Rajshahi/Rangpur/ Jessore/Khulna/ Comilla/
Chittagong/Sylhet/LTU-VAT
2. Commissioner (All)
Custom House, Dhaka/ICD-Kamlapur/Chittagong/Pangaon/Mongla/Benapole/
3. Commissioner (All)
Customs Valuation and Internal Audit Commissionerate/Customs Bond
Commissionerate, Dhaka/Customs Bond Commissionerate, Chittagong
4. Commissioner (All)
Customs, Excise and VAT Appeal Commissionerate, Dhaka-1/Dhaka-2/
Chittagong/Khulna
5. Director General (All)
Customs, Excise and VAT Training Academy/Directorate of Audit, Intelligence
and Investigation, VAT/Duty Exemption and Drawback Office (DEDO)
6. First Secretary (All)
VAT and Customs Wing, National Board of Revenue, Dhaka
7. Second Secretary (All)
VAT and Customs Wing, National Board of Revenue, Dhaka
8. PIU Members (All)
VAT Online Project, National Board of Revenue, IDEB, Kakrail, Dhaka
9. Office Copy/MF Copy



12/11/14

Md. Zakir Hossain

Deputy Project Director

VAT Online Project

Email: zakir@nbr.gov.bd

Phone: 02-8322371



Application Form
for
Selection of Training of Trainers (TOT)

Photos

Instruction:

1. Please fill up the form carefully and put your signature on the designated places.
2. Attach one recent colored passport size photo with the application.

Personal Information:

Name: _____

Father's Name: _____

Mother's Name: _____

Date of Birth: _____

Gender: Male Female

Address(Work): _____

Telephone/ Contact No: _____

Cell No: _____

Email: _____

Employment Record:

Joining Date : _____

Present Designation: _____

Present Place of Work: _____

Signature of the Applicant



Achievement & experiences:

Please list all noteworthy achievement/distinctions/Professional award & professional Training experiences.

Achievement / Experiences:	Organization/ Field	year

Specific Interest:

Specific Area of Interest (if any): VAT Customs Management & Others

Point out the argument behind your choice(maximum 50 words):

Academic Qualification:

Please list all Academic degrees:

Degree	Institution	Year awarded	Major Area

Signature of Applicant with official seal

Date: