



People's Republic of Bangladesh
National Board of Revenue
VAT Online Project
IDEB Bhaban, Kakrail, Dhaka-1000

www.nbr.gov.bd

[Fax 02-9348514, PABX 9348448, 8321308]



Memo No. 08.01.0000.068.11.005.12(84)/2014/601

Date: 09/06/2015

**Notice inviting Application for Training of Trainers (TOT)
(Phase-2)**

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 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 to conduct a TOT Course under Staff Training Strategy 2014-18 for the selected NBR Staff. The TOT Course is designed with all components of how to conduct a Training.

Initially, a short list of officers (Assistant Commissioner to Additional Commissioner) based on some pre-determined criteria will be made through an open invitation of interests by a committee. Then an interview will be conducted for final selection of the candidates who, upon approval of Chairman, NBR, will be nominated for TOT at a suitable Institute. The list of all Trainers will be published in NBR Website as Trainer as per the policy of Staff Training Strategy 2014-18. The trainers will conduct all trainings under the project and if indeed, 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 25 June, 2015. No need to apply those who have been selected through previous circular.

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

[You can also download the form from

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

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

Sd/-

(08-06-2015)

Md. Rezaul Hasan

[Project Director]

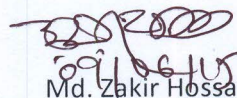
VAT Online project

National Board of Revenue

Distribution

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

01. Commissioner (All)
Customs, Excise and VAT Commissionerate, Dhaka (South)/ Dhaka (North)/ Dhaka (East)/ Dhaka(West)/ Rajshahi/ Rangpur/ Jessore/ Khulna/Comilla/ Chittagong/ Sylhet/ LTU-VAT
02. Commissioner (All)
Custom House, Dhaka/ICD-Kamalapur/ Chittagong/Pangaon/ Mongla/ Benapole.
03. Commissioner (All)
Customs Valuation and Internal Audit Commissionerate/ Customs bond Commissionerate, Dhaka/ Customs Bond Commissionerate, Chittagong
04. Commissioner (All)
Customs, Excise and VAT Appeal Commissionerate, Dhaka-1/ Dhaka-2/ Chittagong/ Khulna
05. Director General (ALL)
Customs, Excise and VAT Training Academy/ directorate of Audit, Intelligence and Investigation, VAT/ Duty Exemption and Drawback Office (DEDO)
06. First Secretary (ALL)
VAT and Customs Wing, National Board of revenue, Dhaka
07. Second Secretary (ALL)
VAT and Customs Wing, National Board of revenue, Dhaka
08. PIU Members (ALL)
VAT Online Project, National Board of Revenue
09. PS to the Chairman, NBR.
10. Office Copy/MF Copy.



Md. Zakir Hossain

[Deputy project director]

VAT Online Project

Email: zakir@nbr.gov.bd

Phone: 02-8322371

Photos

Application Form for Selection of training of trainers
(Phase-2)

Instruction:

1. Fill up the form carefully and put your signature on the designated places.
2. Attach the 2 (two) recent colored passport size photos with the application.
3. Submit the form through proper authority by

Personal Data:

Name: _____

Father's Name: _____

Mother' Name: _____

Date of Birth: _____

Gender: ☐ Male ☐ Female

Address(Work): _____

Telephone/ Contact No: _____

Cell No: _____

Email: _____

Employment Record:

Joining Date : _____

Present Designation: _____

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):

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Academic Qualification:

Please list all Academic degrees:

Degree	Institution	Year awarded	Major Area

Signature of Applicant with official seal

Date: