

Recruitment Notice



Background:

BdREN is the sole National Research and Education Network (NREN) of Bangladesh, connecting institutes for science, research and higher education. Through TEIN we are connected to other NRENs in Asia and the rest of the world, collectively referred to as the Global Research and Education Network (GREN). The principal objective of BdREN is to facilitate Internet and Data Connectivity as well as to provide Computerized Applications and Services support to the Higher Educational Institutions and Research Community of Bangladesh. It is working in close collaboration with the University Grants Commission (UGC) of Bangladesh. An independent eleven-member Board of Trustees are sitting at the helm of the organization which is chaired by the honorable Chairman of UGC. Currently, it is seeking applications, to fill in the following vacancies, from young, energetic, dynamic and prospective candidates who fulfill the eligibility criteria as mentioned below:

1. Position: Technician (Data) (Level-7)

Primary Reporting Authority: Senior Technician (Power and Facilities)

Required Qualification and Experience:

- Diploma or equivalent certificates in relevant subjects from any approved educational institute.
- Strong knowledge of networking concepts, protocols, and technologies (TCP/IP, VLANs, routing, switching, etc.) and IP addressing (both IPv4 and IPv6)
- Designing, installing, configuring and analysing faults in computer networks, connections and structured cabling
- Ability to operate UTP cable tester, crimper and cutting tools preparing ethernet UTP patch cord.
- Knowledge of video conferencing system and ability to configure a new conference system and troubleshoot existing system.
- Knowledge of different network performance tools.
- Certification such as CCNA (Cisco Certified Network Associate) or equivalent is preferred.
- Excellent problem-solving and analytical skills.
- Age limit (30 years) which may be relaxed in case of more experienced candidates.

Functional Responsibilities:

- Assisting Network Engineer/Sr. Network Engineer/Manager to configure new clients/members and troubleshoot day-to-day network operations.
- Installing, configuring, and maintaining network equipment, including routers, switches, firewalls, and wireless access points.
- Installing, configuring, and troubleshooting video conference system.
- Monitoring network performance and proactively address any issues to maintain optimal functionality.
- Identifying and resolving reported faults in a timely manner.
- Assisting Network Engineer/Sr. Network Engineer to perform root cause analysis to prevent the recurrence of network disruptions in BdREN facilities.

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- Optimizing network settings and configurations to enhance overall network efficiency with the instruction of the Engineer/Sr. Network Engineer/Network Manager
- Carrying out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

Additional Requirements:

- Travel: Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- Mobile: Should be available 7 x 24 over voice and SMS

Type of Service: The placement will be initially for one year and after successful completion of the probation period he/ she will be treated as a regular employee. The performance of the incumbent will be reviewed on a yearly basis which will decide his/ her salary increment, permanency, promotion and so on.

Perks and benefits:

- **Salary:** Per month Basic Salary in BDT. 15,000/- (Fifteen Thousand) only

Other benefits:

- Two festival bonuses (each equal to basic salary)
- Baisakhi Allowance (20% of the basic salary)
- TA and DA as per BdREN rules

2. Position: Technician (Air Conditioner) (Level-7)

Primary Reporting Authority: Senior Technician (Power and Facilities)

Required Qualification and Experience:

- Diploma or equivalent certificates in relevant subjects from any approved educational institute.
- Ability to operate Air Conditioning test equipment namely Electrical Multi-meter, Gas Pressure Meter, Flare Tools, Pipe Cutter.
- Expertise in installation of Capacitors, Operating Screw Drivers, Gas Filling, Operating Vacuum Compressor and Welding.
- Age limit (30 years) which may be relaxed in case of more experienced candidates.

Functional Responsibilities:

- Responding to requests for technical assistance in person, via phone, electronically
- Analyzing and recovering system when malfunction occurs.
- Monitoring environmental equipment (air conditioning, humidity and temperature of computer equipment).
- Conducting preventive maintenance on air conditioning units to ensure optimal performance, including cleaning coils, changing filters, lubricating moving parts, and inspecting electrical components.
- Adhering to safety protocols and guidelines while handling electrical components, and heavy equipment and Ensuring a safe working environment for oneself and colleagues.

- j. Carrying out any other responsibilities which are to be given by the superiors to the interest of the BdREN.

Additional Requirement:

- k. Travel: Willing to travel throughout the country for BdREN operations and maintenance and overseas for participation in training and workshop.
- l. Mobile: Should be available 7 x 24 over voice and SMS

Type of Service: The placement will initially for one year and after successful completion of the probation period he/ she will be treated as a regular employee. The performance of the incumbent will be reviewed on a yearly basis which will decide his/ her salary increment, permanency, promotion and so on.

Perks and benefits:

- **Salary:** Per month Basic Salary in BDT. 15,000/- (Fifteen Thousand) only
- Other benefits:**
- m. Two festival bonuses (each equal to basic salary)
 - n. Baisakhi Allowance (20% of the basic salary)
 - o. TA and DA as per BdREN rules

3. Job Title: Network Maintenance Support Staff (NMSS)

Primary Reporting Authority: Network Engineer (Transmission)

Required Qualification and Experience:

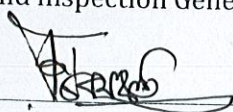
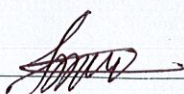
- p. Diploma or equivalent certificates in relevant subjects from any approved educational institute.
- q. Age limit (30 years).

Deliverables:

- r. Maintenance of BdREN Network
- s. To provide high-end support service
- t. To follow the instructions of the supervisor

Functional Responsibilities:

- u. To maintain Data Network, Switch, Router, and PDU etc at BdREN sites.
- v. To perform visual inspection and health check-up of Data and Transmission Network devices.
- w. To caretake Transmission Network, and DWDM devices of BdREN network.
- x. To perform maintenance activity of Optical Fiber Network of BdREN including performing/supervision of optical fiber fault using OTDR, rectification of the fault, if required using fiber splicing.
- y. To perform UPS, Rectifier, and Battery Bank inspection and health check-up including mode changing, alarm reading, troubleshooting, and power cycling.
- z. To inspect Air Conditioning System regularly, including performing/supervising AC troubleshooting, and power cycle.
- aa. To perform health check-ups and inspection Generator System and report immediately.



- bb. To conduct Power System inspection and health check-up including performing/supervising Feeder cable connection, MDB, measuring voltage, measuring current, identifying specific circuit breakers and ON/OFF.
- cc. To do an inspection and health check-up of the Video Conferencing System including setting up a video call.

Working Hours:

- dd. 7 x 24 availability on demand

Additional Requirement:

- ee. Travel: Willing to travel throughout the country for BdREN operations
- ff. Mobile: Should be available 7x24 over voice and SMS

Type of Service: The placement will be fully contractual initially for one year. The performance of the incumbent will be reviewed on a yearly basis which will decide his/ her salary increment and contract renewal.

• **Perks and benefits:**

- gg. Monthly consolidated BDT 20,000/- (Twenty thousand) Only
- hh. Two Festival Bonuses equal to BDT. 10,000/- (Ten Thousand) Only
- ii. Travelling allowance as per rule for performing any duty out of the station

4. Job Title: Office Support Staff (OSS)

Primary Reporting Authority: Assistant, Manager (HR & Admin)

Required Qualification and Experience:

- SSC or Equivalent
- 2 years of proven experience as a back & front office assistant or in another relevant supportive role.
- Working knowledge of office equipment (like printer, scanner, fax, desktop/laptop).
- Age: Maximum 30 years

Functional Responsibilities

- To perform miscellaneous duties as assigned by the superiors.
- To work under the guidance of the office manager and provide support to BdREN officials.
- To be available and accessible throughout the day on emergency.
- To maintain the safety of the offices.
- To carry out day-to-day activities assigned by the BdREN officials.
- To perform night duties in BdREN Network Operation Center (NOC).
- To carry out any other responsibilities which are to be given by the superior for the interest of the BdREN.

Working Hours:

- Roster duty with 8.00-hour shift
- 7 x 24 availability on emergency
- Changeable through office order

Type of Service: The placement will be fully contractual initially for one year. The incumbent's performance will be reviewed yearly and will decide his/ her salary increment and contract renewal.

Perks and benefits:

- **Salary:** Per month Consolidated Salary in BDT 20,000.00 (Twenty Thousand) only

Other benefits:

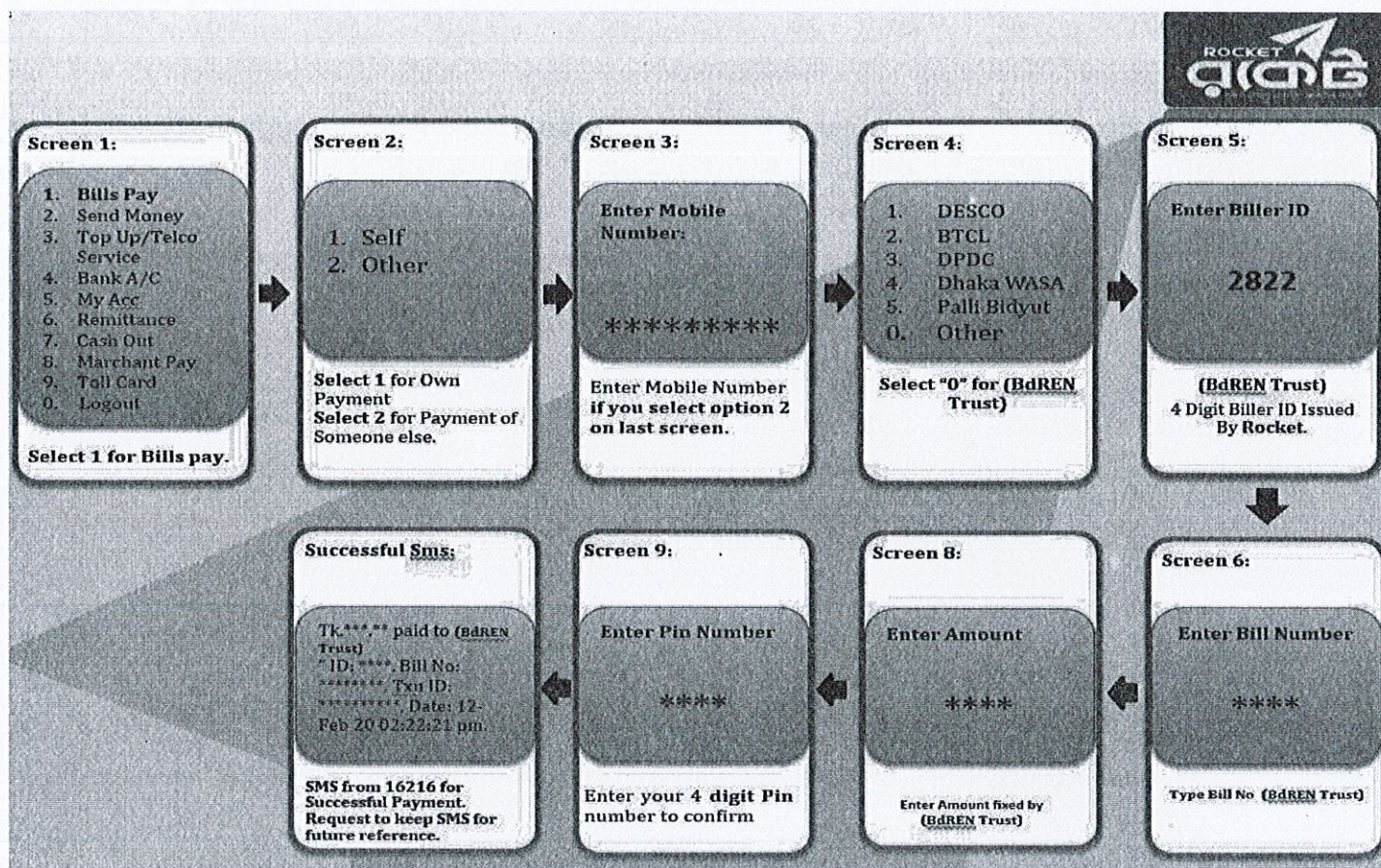
- a. Two festival bonuses (each equal to 50% of one month's salary)
- b. TA and DA as per BdREN rules and Overtime allowance will be applicable.

Instruction to Applicants:

- Please click <https://erecruitment.bdren.net.bd>.
- Press the "Apply now" button for the post you want to apply.
- Fill out the Application form with valid information for all required fields, photographs and signatures.
- Upon submission of the form, you will receive an email. Following the payment instruction, pay your application fee (in case you miss the email, please contact us at erecruitment@bdren.net.bd).
- After the payment you will receive a TxnId from Rocket. To complete the application, provide that transaction ID on your payment instruction page.
- Upon submission of your TxnId, you will receive a confirmation SMS of your application within 24 hours.

Payment Instruction:

- Payment Instruction (From Rocket): Dial *322# from Mobile and follow the below instruction:
 1. Choose option 1 for Bill Pay
 2. Choose option 1 for Self or 2 for Other
 3. If you select option 2 on the last screen: You will be on screen 3- Enter Payer's Mobile No: ***** / If you select option 1 on the last screen: You will be on screen 4
 4. Choose option 0 for Other
 5. Enter Biller ID: 2822
 6. Enter Bill Number: *****
 7. Enter Amount: 200.00 (Three Hundred Taka) for Technician (Air Conditioning). No fee is required for the applicants of Office Support Staff and Network Maintenance Support Staff.
 8. Enter Pin Number: ****



Last date of Online Application: 16 September 2023
For further contact: 09612-110071

Dr. Mohammad Farooq Ali Tarafder FCMA ACS
Chief Administrative and Finance Officer (CAFO)

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