

## 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. Job Title: Senior Network Engineer (Video Conferencing) [Level-6] Vacancy: 01

**Primary Reporting Authority:** GM (Network Infrastructure)

**Staff who will report to him/her:**

- Senior /Sub-Assistant Engineer (VC)

### Required Qualification and Experience:

- Master's/Bachelor's (4 years) in CSE, Information Technology, EEE or other relevant field.
- 5 years' relevant experience, preferably in an educational institute.
- CCNP – Collaboration or Equivalent
- CCNP – Enterprise or Equivalent
- CCNA or Equivalent
- ITIL Foundation Certificate in IT Service Management
- PRINCE2 Foundation Certificate in Project Management

**Age Limit:** Maximum 40 years (on the last date of submission of Application) having Bangladeshi nationality

### Salary & Benefits:

- Monthly basic pay BDT 39,000.00 (Thirty-nine Thousand) with consolidated remuneration of BDT 66,100/- (sixty-six thousand One Hundred) during probation period.
- Two festival bonuses (each equal to monthly basic salary BDT 39,000/-).
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Checkup.
- TA and DA as per BdREN rules.
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

### Functional Responsibilities

- Minimum 10 years of professional experience in video conferencing, unified communications, or enterprise collaboration technologies.
- Proven expertise in designing, deploying, and managing video conferencing systems, including 5 year's experience with platforms such as Cisco Meeting Server (CMS), Webex, Zoom, or similar.
- Hands-on experience of interoperability with Zoom system, MS Teams, Cisco Collaboration Endpoints, CUCM, Expressway, and SIP/H.323-based systems.
- Proficiency in network infrastructure design and troubleshooting, including routing protocols (BGP, OSPF, EIGRP), VLANs, QoS, and NAT/firewall configurations.
- In-depth knowledge of AV integration i.e video and audio integration solutions including Crestron, Extron, and AV-over-IP technologies.

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- Strong background in server administration (Windows/Linux) and virtualization (e.g., VMware ESXi, Hyper-V).
- Solid understanding of network and cybersecurity principles, including VPN, IPS/IDS, firewalls, and endpoint protection.
- Experience in leading technical teams or managing large-scale video conferencing projects in government, healthcare, or education sectors.
- Familiarity with telemedicine, e-learning, or distance collaboration deployments is a plus.
- Strong documentation and communication skills, with experience in preparing technical proposals, reports, and training materials.

**2. Job Title: System Engineer (Innovation) [Level-7] Vacancy: 01**

**Primary Reporting Authority:** Manager/ Senior Network Engineer (Innovation)

**Staff who will report to him/her:** None

**Required Qualification and Experience:**

- Bachelor's or Master's degree in Computer Science, Information Technology, or a related field.
- Working experience in AI/ML engineering or software development. Portfolio or GitHub profile demonstrating AI project work preferred.
- Working knowledge of Linux system administration, networking fundamentals, and server management.
- Strong proficiency in working with Large Language Models (LLMs) including fine-tuning via LoRA/QLoRA and prompt engineering.
- Experience in designing and implementing Retrieval-Augmented Generation (RAG) systems, including vector stores, embedding models, and semantic search.
- Hands-on experience in building AI agent frameworks and multi-agent orchestration (e.g., LangChain, LlamaIndex, AutoGen, CrewAI).
- Understanding of MLOps practices including model versioning, CI/CD pipelines for ML, model monitoring, and drift detection.
- Familiarity with model deployment frameworks such as Ollama, vLLM, TGI (Text Generation Inference), or similar.
- Knowledge of evaluation techniques for LLM outputs, including benchmarking, RAGAS, and human feedback loops.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

**Salary & Benefits:**

- Monthly consolidated remuneration of BDT 45,850/- (Forty-five Thousand Eight Hundred Fifty).
- Two festival bonuses (each equal to monthly basic salary BDT 27,000/-).
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Check up.
- TA and DA as per BdREN rules.
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

**Functional Responsibilities:**

- System Engineering Support: Assist with general system administration, infrastructure integration, and ensuring security and availability of AI services.
- AI Application Development: Design and build LLM-powered applications, RAG pipelines, and AI agent systems for BdREN and member institutions.
- Fine-tuning & MLOps: Implement LoRA/QLoRA fine-tuning workflows and maintain MLOps pipelines covering model deployment, versioning, and monitoring.

- AI for R&E Community: Identify, develop, and promote AI tools tailored to the needs of Bangladeshi universities and research institutions.
- User Support & Training: Provide technical support, conduct training and workshops, and produce documentation for AI platforms and services.
- Monitoring & Reporting: Track usage and performance of AI services; prepare analytical reports and recommend improvements.
- Collaboration: Represent BdREN in national and international AI and R&E network events; collaborate with consortium members and global peers.
- Other Duties: Perform any responsibilities assigned by the Manager (Innovation) or higher authority in the interest of BdREN.

**3. Job Title: System Engineer (Systems & Cloud) [Level-7] Vacancy: 01**

**Primary Reporting Authority:** Manager/ Senior Network Engineer (Systems & Cloud)

**Staff who will report to him/her: None**

**Required Qualification and Experience:**

- Bachelor's degree in CSE, IT, or related field.
- Hands-on experience in Linux System administration is preferred.
- Unquenchable thirst for knowledge and ability to quickly master new technologies, systems and complex architectures.
- Familiarity with Virtualization, SAN, Kubernetes is a plus.
- Strong troubleshooting skills and customer-focused attitude.
- Able to lead technical incident resolution under pressure.

**Salary & Benefits:**

- Monthly consolidated remuneration of BDT 45,850/- (Forty-five Thousand Eight Hundred Fifty)
- Two festival bonuses (each equal to monthly basic salary BDT 27,000/-)
- Baishakhi Allowance (20% of the monthly basic salary)
- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

**Functional Responsibilities:**

- **Systems & Services Administration:**
  - Administer DNS, mail servers (Postfix, Dovecot, Roundcube), and SMTP relay services.
  - Support self-hosted collaboration tools (Nextcloud, ownCloud).
- **Infrastructure & Virtualization:**
  - Assist in managing virtualization platforms (VMware ESXi, Proxmox VE) and SAN systems (NetApp, HPE 3PAR).
  - Support physical server infrastructure, network connectivity, and disaster recovery operations.
- **Cloud & Containerization:**
  - Deploy and maintain Kubernetes clusters and containerized workloads.
  - Assist in managing WHM cPanel servers for web and email hosting.
- **Backup & Monitoring:**
  - Maintain backup solutions using VEEAM and Proxmox Backup Server.
  - Deploy and configure monitoring tools (Zabbix, LibreNMS, SolarWinds, etc.).
  - Regularly perform disaster recovery testing and validation.
- **Support & Troubleshooting:**
  - Provide technical support to clients via phone, email, and in-person.
  - Troubleshoot and resolve system and network issues remotely

**4. Job Title: Software Engineer (Full-stack) [Level-7] Vacancy: 01**

**Primary Reporting Authority:** Manager/ Senior Software Engineer

**Staff who will report to him/her:** None

**Required Qualification and Experience:**

- Master's/Bachelor's (4 Years) in CSE/ EEE/ ECE/ Software Engineering or Equivalent.
- 1–2 years' relevant experience, preferably in a research/education network.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

**Salary & Benefits:**

- Monthly consolidated remuneration of BDT 45,850/- (Forty-five Thousand Eight Hundred Fifty).
- Two festival bonuses (each equal to monthly basic salary BDT 27,000/-).
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Check up.
- TA and DA as per BdREN rules.
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

**Functional Responsibilities:**

- Develop and maintain robust, scalable, and secure backend systems using Laravel.
- Design and implement RESTful APIs to support seamless integration with frontend applications.
- Manage database design, schema development, and query optimization for MySQL and PostgreSQL databases.
- Follow best practices in software development, including proper use of design patterns and architectural standards.
- Optimize backend performance to ensure efficient handling of high loads and data processing.
- Debug, troubleshoot, and resolve technical issues in the application.
- Collaborate with cross-functional teams to ensure smooth project execution.
- Independently manage project deliverables and meet deadlines.

**5. Job Title: Officer (Accounts) [Level-8] Vacancy: 01**

**Primary Reporting Authority:** Deputy Manager/ Assistant Manager (Accounts)

**Staff who will report to him/her:** None

**Required Qualification and Experience:**

- Bachelor's (4 Years) in Accounting, Finance or any relevant discipline.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality

**Salary & Benefits:**

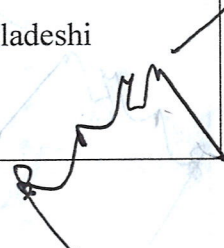
- Monthly consolidated remuneration of BDT 31,200/- (Thirty-one Thousand Two Hundred).
- Two festival bonuses (each equal to monthly basic salary BDT 18,000/-).
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Checkup.
- TA and DA as per BdREN rules.
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

**Functional Responsibilities:**

- Generate and document all types of vouchers based on approved transactions while ensuring adherence to accounting policies and procedures.
- Accurately enter day-to-day financial data (e.g., expenses, revenues, adjustments) into the BdREN's accounting software, maintaining integrity and timeliness.
- Support the payroll process by verifying attendance, collecting salary-related inputs, assisting in disbursement, and recording statutory deductions such as provident fund, gratuity, and taxes.
- Ensure that all financial transactions are backed by proper documentation (bills, invoices, approvals) and these are stored systematically for easy retrieval and audit readiness.
- Track dues and incoming payments; regularly update vendor and customer ledgers, and coordinate with relevant departments to resolve outstanding balances or disputes.
- Assist in preparing necessary schedules for VAT and income tax deductions at source (TDS), and help ensure timely deposits and proper documentation as per regulations.
- Compare and verify data between system records and external statements to ensure accuracy; report inconsistencies to the Assistant Manager.
- Create and manage physical and digital files for transaction records, payment proofs, statutory reports, and correspondence, ensuring compliance with audit and financial policies.
- Coordinate with auditors by retrieving documents, preparing requested schedules, clarifying data points, and helping implement audit recommendations where applicable.
- Promptly identify and escalate inconsistencies or errors in vouchers, entries, or reconciliations, and assist in rectification under supervision.
- Update fixed asset schedules for additions, disposals, and depreciation on a monthly/quarterly basis in coordination with the accounts team.
- Help gather necessary data and prepare reconciliations and journal entries required during financial period closures.
- Facilitate communication for transaction follow-ups, account clarification, document submission, and routine queries related to payments and receipts.
- Provide relevant accounting data to support budget preparation, cost tracking, and variance

**6. Job Title: Officer (HR) [Level-8] Vacancy: 01****Primary Reporting Authority:** Deputy/ Assistant Manager (HR)**Staff who will report to him/her:** None**Required Qualification and Experience:**

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration or related field from any reputed university of Bangladesh or abroad (all foreign degrees must have equivalence certificates).
- Basic understanding of HR operations, including leave, benefits, and records management.
- Ability to support recruitment logistics and staff events.
- Strong organisation and recordkeeping skills.
- Familiar with HR documentation, Labour Laws and internal communication practices.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality.**Salary & Benefits:**

- Monthly consolidated remuneration of BDT 31,200/- (Thirty-one Thousand Two Hundred).
- Two festival bonuses (each equal to monthly basic salary BDT 18,000).
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Check up.
- TA and DA as per BdREN rules.
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

#### **Functional Responsibilities**

- To assist in maintaining up-to-date employee records, including personal files, leave, attendance, and HRIS data.
- To support recruitment processes by coordinating advertisements, application tracking, interview schedules, and documentation.
- To prepare and issue HR letters such as appointment letters, confirmation, transfer, and release letters.
- To help organize staff orientation, induction, and training programs.
- To support performance appraisal coordination and data entry.
- To track and update staff leave, overtime register, and attendance logs.
- To ensure proper filing, recordkeeping, and confidentiality of HR documents.
- To assist in organizing staff meetings, welfare activities, and internal communications.
- To draft HR correspondences, notices, reports, and documentation as instructed.
- To coordinate insurance claims and staff welfare benefits.
- To assist in implementing employee engagement planning and initiatives.
- To handle the new staff onboarding process through Office tour and team introductions, Issue employee ID, laptop, and access credentials, and briefing on BdREN policies, culture, and values, Safety/security and HR policies.
- To update staff ID Cards, Visiting Cards, Insurance Cards and other relevant documents on a timely manner.
- To assist in the offboarding process by initiating exit interviews, returning BdREN's property, revoking access to systems (Access Control, portals and others) and Final payroll and benefits processing.
- To carry out any other HR-related duties assigned by the Assistant Manager or higher authorities for the interest of BdREN Network.

#### **7. Job Title: Graphics Designer [Level-8] Vacancy: 01**

**Primary Reporting Authority:** Assistant Manager (Market Promotion)

**Staff who will report to him/her:** None

#### **Required Qualification and Experience:**

- Bachelor's degree in Graphic Design, Fine Arts, Arts and Creative Studies, Multimedia, Computer Science, or any relevant discipline from a recognized university.

**Age Limit:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality.

#### **Salary & Benefits:**

- Monthly consolidated remuneration of BDT 31,200/- (Thirty-one Thousand Two Hundred).
- Two festival bonuses (each equal to monthly basic salary BDT 18,000).
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Check up.
- TA and DA as per BdREN rules.
- Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided after confirmation of service.

### **Functional Responsibilities**

- Design and produce high-quality visual content including banners, posters, brochures, flyers, infographics, presentations, and social media graphics for BdREN programs and activities.
- Develop creative layouts and designs for annual reports, newsletters, publications, and other official documents of BdREN.
- Prepare graphics and visual materials for workshops, conferences, seminars, and other events organized by BdREN.
- Collaborate with relevant departments to understand communication requirements and translate ideas into effective visual designs.
- Ensure that all design outputs maintain consistency with BdREN's branding and visual identity standards.
- Edit and enhance images, illustrations, and other graphical elements as required for both print and digital platforms.
- Support the preparation of multimedia content such as presentations and simple animations when required.
- Maintain an organized archive of design files, templates, and graphical assets.
- Assist in updating and improving visual content for BdREN's website, social media, and promotional platforms.
- Stay updated with current design trends, tools, and technologies to enhance the quality of BdREN's visual communications.

### **8. Job Title: Sub-Assistant Engineer (Core) [Level-9] Vacancy: 01**

**Primary Reporting Authority:** Senior/ Network Engineer (Core)

**Staff who will report to him/her:** None

### **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:** Maximum 32 years (on the last date of submission of Application) having Bangladeshi nationality.

### **Salary & Benefits:**

- Per month Consolidate Salary in BDT. 26,100/- (Twenty-six Thousand One Hundred) only
- Two festival bonuses (each equal to monthly basic salary 15000/-)
- Baishakhi Allowance (20% of the monthly basic salary)

- Group Insurance and Health Check up
- TA and DA as per BdREN rules
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided.

**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.
- 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 BdREN.

**9. Job Title: Network Maintenance Support Staff (NMSS) [Level-09] Vacancy: 10**

**Primary Reporting Authority:** Network Engineer

**Staff who will report to him/her:** N/A

**Required Qualification and Experience:**

- Diploma or equivalent certificates in relevant subjects from any approved educational institute.
- Minimum three (03) years of experience in designing, installing, configuring, and troubleshooting optical fiber networks, connections, and structured cabling systems.
- Practical knowledge of data networks, transmission networks, OTDR, and power equipment.

**Salary & Benefits:**

- Per month Consolidated Salary in BDT. 26,100/- (Twenty-six Thousand One Hundred) only
- Two festival bonuses (each equal to monthly basic salary 15000/-)
- Baishakhi Allowance (20% of the monthly basic salary).
- Group Insurance and Health Check-up.
- TA and DA as per BdREN rules.
- After confirmation Contributory Provident Fund, Gratuity, Earned Leave, Transport Allowance will be provided.

**Functional Responsibilities:**

- Maintain Data Network devices, including Switches, Routers, and PDUs at BdREN sites.
- Perform visual inspection and periodic health check-ups of Data and Transmission Network devices.
- Provide operational support and care for Transmission Network and DWDM devices within the BdREN network.
- Carry out maintenance of Optical Fiber Networks, including fault detection using OTDR, supervision of fault rectification, and performing fiber splicing when required.



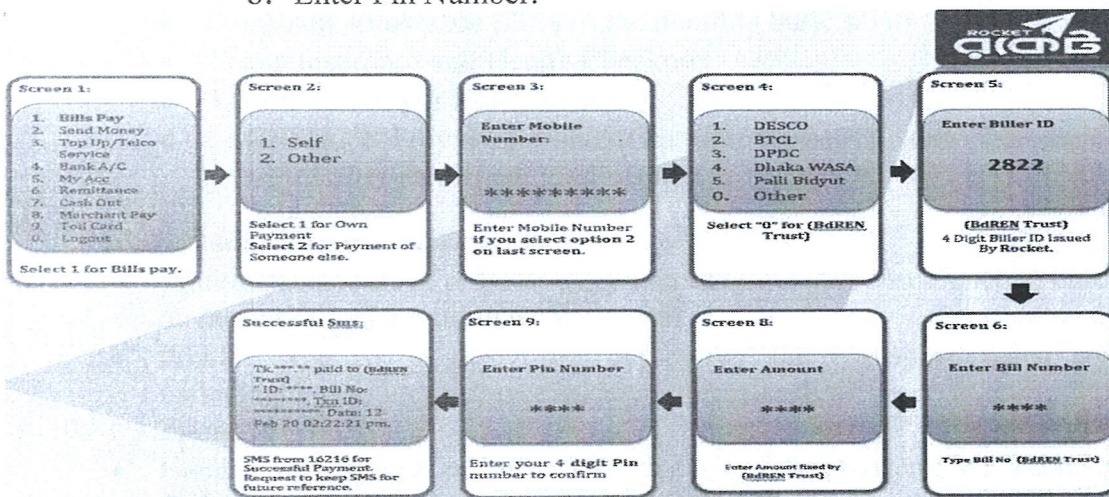
- Inspect Air Conditioning systems regularly, including troubleshooting and power cycling when required.
- Perform Generator system inspections and health check-ups, and report any issues immediately.
- Conduct Power System inspections, including feeder cable connections, MDB inspection, voltage and current measurement, identification of circuit breakers, and ON/OFF operations when required.

### 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](mailto:erecruitment@bdren.net.bd)).
  - Application Fee: BDT 200.00 (Two Hundred) Only
- 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:
  8. Enter Pin Number: \*\*\*\*



**Last date of Online Application: 05 April 2026**  
**For further contact: 09666-110239 (Office Hours)**