BANGLADESH COMPUTER COUNCIL

(Ministry of Information & Communication Technology)

BCC Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

National ICT Internship Programme (Batch-   )

<div style="border:1px solid black; display:inline-block; padding:5px;">

Intern Requisition Form

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Bangladesh Computer Council is implementing the National ICT Internship Programme of the Government of Bangladesh. The goal is to help the country's ICT sector develop. Under this programme, a candidate, selected through a qualifying test, will get industrial exposure through an attachment with a ICT company or Govt. for 6 months to gain practical experience. For the list of qualified candidates and the details of the Internship Programme, please refer to BCC's website www.bcc.net.bd.

Intended ICT companies or Govt. agencies are requested to submit their willingness as soon as possible for employing interns by filling out this form. The acceptance of the request by the BCC is subject to the compliance of the conditions laid down in Section C of this form and that in the ICT Internship Guidelines.

A. Intern Information

(Please provide information on candidates the company intends to take as Intern under National ICT Internship Programme.)

Sl.	Application Serial No.	Name of the candidate	Working area for which the candidate is chosen	Working station
1	2	3	4	5

* For filling up col-4, please refer to the working area as mentioned in Item B.4.* In col-5, please mention which city the candidate will be working in.

B. Organisation Information

(Please provide information on the organisation and the designated person who will do the supervision of the works of the Interns.)

1.   Organisation Name : _____

2.   Address for correspondence:

Name of Designated Person: _____   Designation: _____

Address: _____

_____

Telephone: _____   Fax: _____

E-mail: _____   Web: _____

3. Type of the organisation :   Govt. ☐   Autonomous ☐   Private ☐

If Private, then fill in item 4.

4. Is the organisation a member of the following associations? (please tick)

☐ Bangladesh Association for Software and Information Services (BASIS)
☐ ISP Association of Bangladesh (ISPAB)

Membership Type: _____   Membership No # _____

Membership Type: _____   Membership No # _____

(Fill up places which are applicable)

Please **attach** a **company profile**.
Please note that the company may be visited by BCC for physical verification.

5. **Working area:** (Tick as many as applicable)

☐ Software Development	☐ Internet and Web Development	☐ Database Admin & Programming	☐ System Level Programming
☐ Animation	☐ Internet Setup/LAN, WAN Admin, Linux/Unix Admin.	☐ Network Design, Implementation & Support	☐(CAD/CAM/GIS)
☐ Multimedia Development			

☐ Other (please specify):_____

C. Conditions for Internship

1. The organisation will employ an internee for 6 (six) months effective from the date of appointment.

2. The organisation will comply with the duties and responsibilities towards the interns as laid down in the National ICT Internship Guidelines (available at BCC's website: www.bcc.net.bd).

3. The company will provide BCC with a monthly **progress report**, signed by the authorised person, depicting the performance of the interne, his/her attendance and progress information.

4. The Government allowance for an Interne will be paid directly to the Intern on receipt of the duly filled **monthly progress report** and the **monthly bill** in prescribed form.

5. The organisation will extend its full cooperation to BCC in collecting information on the intern's performance and in matters related to the Internship for monitoring, evaluation and improvement.

D. Declaration (to be signed by an authorised person of the organisation)

I declare that:

- all information furnished in this form including any attachments, are true and correct.
- We understand and will comply with the conditions of the Internship as listed in Section C and that listed in the National ICT Internship Guidelines.

Name, signature and seal of the designated person

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 DD   MM   YYYY