



BANGLADESH COMPUTER COUNCIL

(Ministry of Science and Information & Communication Technology)

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

National ICT Internship Programme (Batch-5)

Intern Requisition Form

Bangladesh Computer Council is implementing the ICT Internship Programme of the Government of Bangladesh. This programme is aimed at developing skills of the ICT manpower of the country. 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 for 6 months. For the list of qualified candidates and the details of the Internship Programme, please refer to BCC's website www.bcc.net.bd. During attachment, an intern will receive Tk.5000 (five thousand) in total. The Government will provide 60% of the allowance (i.e.Tk.3000) and the rest is to be borne by the ICT company.

Intended ICT companies are requested to submit their willingness for employing interns in their companies 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 Policy. The recruitment of interne for Batch-4 has already begun.

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

* Please use additional paper if needed to include more candidates.

* 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. Company Information

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

1. Company Name : _____
2. Address for correspondence: _____

Name of Contact Person: _____	Designation: _____
Address: _____	

Telephone: _____	Fax: _____
E-mail: _____	Web: _____

3. Is the company a member of the following associations? (please tick) Yes No

(a) Bangladesh Association for Software and Information Services (BASIS)

(b) ISP Association of Bangladesh (ISPAB)

If **Yes**, please write the name of the Association and Membership No.

BASIS Membership Type: _____ Membership No # _____

ISPAB Membership Type: _____ Membership No # _____

(Fill up places which are applicable)

If **No**, please **attach a company profile**.

Please note that the company may be visited by BCC for physical verification.

4. **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 company will employ an internee for 6 (six) months effective from the date of appointment.
2. The company will comply with the duties and responsibilities towards the interns as laid down in the ICT Internship Policy (available at BCC's website: www.bcc.net.bd) of the Government of Bangladesh.
3. The company will provide BCC with a monthly **progress report**, signed by the authorised person, depicting the performance of the internee, 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 company 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 company)

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 ICT Internship Policy.

DD MM YYYY

Name, signature and seal of the authorised person