



সীমিত  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
বর্ডার গার্ড ডাটা সেন্টার  
প্রযুক্তিঃ সদর দপ্তর বিজিবি, যোগাযোগ শাখা, পিলখানা, ঢাকা।

পত্র নং ৪৪.০২.১২০৫.০০৪.০২.৩৩৯.১৮/

তারিখ : ২২ জানুয়ারি ২০১৯

### নিয়োগ বিজ্ঞপ্তি

বর্ডার গার্ড বাংলাদেশ (বিজিবি) এর “ডাটা সেন্টার” দফতর সাথে পরিচালনার জন্য নিম্নবর্ণিত পদে ও শর্ত মোতাবেক অস্থায়ী ভিত্তিতে লোক নিয়োগের লক্ষ্যে বাংলাদেশের প্রকৃত নাগরিকদের নিকট থেকে দরখাস্ত আহ্বান করা যাচ্ছে।

ক্রঃ	পদের নাম	পদ সংখ্যা	শিক্ষাগত যোগ্যতা ও অভিজ্ঞতা
১।	Network Administrator	০১	<p><b><u>EDUCATIONAL QUALIFICATIONS :</u></b></p> <p>a. Bachelor's degree on CSE, EEE or equivalent combination and experience. b. Supportive professional trainings, vendor certified trainings (EPI/Up Time/Microsoft/Cisco)</p> <p><b><u>EXPERIENCE</u></b></p> <ul style="list-style-type: none"><li>● More than five years' accumulated experience as system administrator.</li><li>● Experience in e-Learning and e-Training system development.</li><li>● Hosting and maintaining website and different web application.</li></ul> <p><b><u>RESPONSIBILITIES</u></b></p> <p>Successful Candidate will work very closely with the DDG Commuication through IT Dte and the Various contracted software firm that is responsible for BGB Data Center.</p> <ul style="list-style-type: none"><li>● Configure &amp; manage all Servers: Proxy, Mail, Active Directory, database, File server &amp; others in different platforms Linux and windows.</li><li>● Configuring CISCO Router, Switch &amp; firewall device.</li><li>● Completely responsible for Network and Data Security Systems.</li><li>● Planning and managing complete office backup system &amp; Real time backup system.</li><li>● Plan and execute disaster recovery strategy.</li><li>● Secure all servers with firewall.</li><li>● Installing and maintaining the LAN &amp; WAN networks.</li><li>● Troubleshoot internet bandwidth and routing issues.</li><li>● Providing sound IT solutions, health checking for whole IT infrastructure.</li><li>● Configuring and maintaining email domain and configuring Outlook.</li><li>● System support to user level as per requirement.</li><li>● Co-operate with auditor/other IT compliance body to ensure the standards.</li><li>● Managing server power solutions if necessary.</li><li>● Maintenance &amp; troubleshooting of computer/notebook/server hardware.</li><li>● Initialize procurement of necessary IT products &amp; sourcing them.</li><li>● Lead and manage IT inventor and IT policy of BGB Data Center.</li><li>● Attend meeting with ISP providers and accessory providers.</li><li>● Train team members on new technology, system, policies, procedures etc.</li><li>● He/she will manage hardware, internet connectivity implementation, training activities, and other duties in coordination with the DDG Comm through IT Directorate.</li><li>● He/she will help preparing the tender materials, and conducting the tendering process with technical details.</li></ul> <p><b><u>OTHER SKILLS REQUIRED</u></b></p> <ul style="list-style-type: none"><li>● Must be proactive and able to executive taske efficiently.</li><li>● Should be able to work under pressure.</li><li>● Good interpersonal communication skill to deal with people at all levels.</li><li>● Flexible to learn on the job and mentor a broader team.</li></ul> <p><b><u>REMUNERATIONS</u></b></p> <ul style="list-style-type: none"><li>● Negotiable.</li><li>● Other facilities as per BGB norms.</li></ul>

ক্রঃ	পদের নাম	পদ সংখ্যা	শিক্ষাগত যোগ্যতা ও অভিজ্ঞতা
২।	System Administrator	০১	<p><b><u>EDUCATIONAL QUALIFICATIONS :</u></b></p> <p>a. Bachelor's degree on CSE, EEE or equivalent combination and experience. b. Supportive professional trainings, vendor certified trainings (EPI/Up Time/Microsoft/Cisco)</p> <p><b><u>EXPERIENCE</u></b></p> <ul style="list-style-type: none"> <li>• More than five years' accumulated experience in software development, customization, and implementation.</li> <li>• More than two years experiences on any Data Center and Informatics project management.</li> <li>• Experience in e-Learning and e-Training system development.</li> <li>• ASP.NET, SQL, PL/SQL, Java Knowledge preferable.</li> <li>• Should have logic building capabilities.</li> <li>• Should have knowledge about Microsoft Platform like Microsoft Server 2016.</li> <li>• Should be familiar with Oracle ERP, Oracle developer.</li> <li>• Should be familiar with HTML5, CSS3, Jquery, Cloud computing.</li> </ul> <p><b><u>RESPONSIBILITIES</u></b></p> <p>Successful Candidate will work very closely with the DDG Commiunication through IT Dte and the various contracted software firm that is responsible for BGB Data Center.</p> <ul style="list-style-type: none"> <li>• He/she will help with the management of software, internet connectivity, various project management, implementation, training activities, and other duties in coordination with the DDG Comm through IT Directorate.</li> <li>• He/she will help preparing the tender materials, and conducting the tendering process.</li> <li>• Maintain Microsoft Exchange Server 2016 with trouble shooting.</li> <li>• Maintain Microsoft Active Directory Exchange with trouble shooting.</li> </ul> <p><b><u>OTHER SKILLS RÈQUIRED</u></b></p> <ul style="list-style-type: none"> <li>• Technical writing experience.</li> <li>• Prior project management experience.</li> </ul> <p><b><u>REMUNERATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Negotiable.</li> <li>• Other facilities as per BGB norms.</li> </ul>

শর্তাবলী :

১। যোগ্যতা সম্পন্ন আত্মহী প্রার্থীদেরকে স্বহস্তে লিখিত আবেদনপত্র বিজ্ঞপ্তি প্রকাশের ০৭ (সাত) দিনের মধ্যে উপ মহাপরিচালক, যোগাযোগ শাখা, পিলাখানা, ঢাকায় প্রেরণ করার জন্য বলা হলো।



কাজী ওবায়দুর রেজা  
অতিরিক্ত পরিচালক  
অফিসার ইনচার্জ, বিজিবি ডাটা সেন্টার