

DCCI Building (3rd Floor), 65-66 Motijheel C/A, Dhaka – 1000
Temporary Address: 5th Floor, 9/G, Motijheel C/A, Dhaka – 1000
Cell: +880 1743 059 940, **E-mail:** info@cmsfbd.org, claim@cmsfbd.org

Event: Comprehensive written test for the recruitment of 5 (five) positions

Time & Date:	May 26, 2022. 09:00 AM to 05: 00 PM.				
Venue:	DSE Board room, 9/F, Motijheel, C/A				
Guests:	1. All the BOG Members 2. Committees Chairmen 3. The COO, CMSF				
Secretariat Executives:	1. Mr. Dewan Zahidul Islam, Acting DDO, CMSF. 2. Mr. Md. Shahadat Hossain, Sr. Software Engineer, CMSF. 3. Ms. Armina Hossain, Executive (General) 4. Mr. Foyez Ahmed Miru, Executive (General) 5. Mr. Kazi Taifur Reza, Executive (MIS) 6. Ms. Kaniz Fatema Samiya Haque, Executive (General) 7. Mr. Md. Abdul Halim, Software Engineer				
Exam Candidates (expected to be present in the exam)	Sl	Post Name	No. of Shortlisted Applicants'	Gender	
				M	F
	01	Head of Operation (Manager/AGM)	11	11	-
	02	Head of Human Resource Management (Manager/AGM)	4	3	1
	03	Head of Accounts & Finance (Manager/AGM)	4	4	-
	04	Head of Internal Audit (Manager/AGM)	4	4	-
	05	Personal Officer (PO) to the Chairman (Jr. Executive level)	3	2	1
Total Shortlisted Applicants for Written Exam			26	24	2

Event Schedule:

Tasks	Time	Remarks
HRMC/BOG members assemble at 9/F Motijheel (Greeting with Break-fast)	9:00 AM -9:30 AM	
Set Exam questions for five posts and printed the questions	9:30 AM- 10:30 AM	
Guide the Candidates to the exam hall	10:30 AM-10:50 AM	
Conducting the Exam	11:00 AM -12.30 PM	
Prayer and Lunch Break	12.30 PM-2:30 PM	
Evaluation of Answer Scripts	2:30 PM- 5:00 PM	
Tabulation & Publication of Results		
Planning the next steps for Oral Tests		
Finalization of work plans for Oral tests/ salary negotiation, Reference checking, HR Workshops, issuing offers of appointments, etc.		



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