



# বাংলাদেশ স্ট্যান্ডার্ডস এন্ড টেস্টিং ইন্সটিটিউশন

শিল্প মন্ত্রণালয়

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



Ref No. 36.05.0000.042.29.001.17

Date: 19.08.2019

## Sub: Training on Calibration of Measuring Equipment.

National Metrology Laboratory (NML-BSTI) has planned to organize 4 training programs on Calibration of weights, measures, weighing and measuring equipment in the Financial Year 2019-2020 at NML-BSTI, Dhaka. The course details are as below:

### A. COURSE TITLE:

Course No	Course Title	Subject	Date	Application Deadline
NML-BT-01/19-20	Basic Training Program on Calibration of weights, measures, weighing and measuring equipment	Basic Concept on Metrology, ISO/IEC 17025, Mass, Length, Temperature, Pressure & Volume.	13-17 October 2019	06.10.2019
NML-BT-02/19-20	Basic Training Program on Calibration of weights, measures, weighing and measuring equipment	Basic Concept on Metrology, ISO/IEC 17025, Mass, Length, Temperature, Pressure & Volume.	5-9 January 2020	29.12.2019
NML-BT-03/19-20	Basic Training Program on Calibration of weights, measures, weighing and measuring equipment	Basic Concept on Metrology, ISO/IEC 17025, Mass, Length, Temperature, Pressure & Volume.	15-19 March 2020	08.03.2020
NML-BT-04/19-20	Basic Training Program on Calibration of weights, measures, weighing and measuring equipment.	Basic Concept on Metrology, ISO/IEC 17025, Mass, Length, Temperature, Pressure & Volume.	14-18 June 2020	07.06.2020

### B. AIMS & OBJECTIVES:

- To provide basic knowledge on calibration of Mass, Balance, Temperature, Length, Volume, Pressure and Time.
- To provide basic understanding on Metrology concept, Traceability and Uncertainty.

**C. DURATION & TIME:** 05 (Five) working days from 9.30 a.m. to 4.30 p.m.

**D. VENUE:** NML-BSTI Training Room, 116/A, Tejgaon Industrial Area, Dhaka-1208, Bangladesh.

**E. RESOURCE PERSON:** NML-BSTI Technical Staffs.

### F. ELIGIBLE PARTICIPANTS:

- Laboratory Experts/Technical staffs who are working in the calibration/Testing labs.
- Technical staffs who are performing in house calibration.

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ফোন : ৮৮৭০২৭৫, ৮৮৭০২৭৭, ৯১৩১৫৮২, ৮৮৭০২৭৮, ৮৮৭০২৭৯, ৮৮৭০২৮০, ৮৮৭০২৮১

Fax: 9131581, E-mail: bsti@bangla.net, Website: http://www.bsti.gov.bd



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## G. MINIMUM QUALIFICATIONS:

- Science graduate.
- Shall have working experience in laboratory (Calibration/Testing).
- Should have the basic understanding on Quality Management Systems.
- Basic knowledge on computer (MS Word and Excel) .

**H. NUMBER OF PARTICIPANTS:** Approximately 15 (Fifteen).

**I. REGISTRATION FEE:** A registration fee Tk. 20,000 (Twenty Thousand) + 15% VAT per applicant per course is payable in Cash or by Pay order in favor of the Bangladesh Standards and Testing Institution (BSTI), Dhaka.

**J. FINAL ACCEPTANCE:** NML-BSTI authority reserves the right to select the final candidates. Only the short listed would be communicated after the selection.

## K. CONTACT:

<b>Engr. Md. Jaydul Islam</b> Deputy Director (Metrology) and Quality Manager, NML-BSTI. Tel: 88028870290, Mobile: 01780004055 E-mail: <a href="mailto:jaydul.nmlbsti@gmail.com">jaydul.nmlbsti@gmail.com</a>	<b>Md. Shafiqul Alam</b> (Course Coordinator) Senior Examiner (Metrology) and Head of Temperature and Balance Lab. Mobile: 01715249345, 01998506070. E-mail: <a href="mailto:shafibsti@gmail.com">shafibsti@gmail.com</a>
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If you are interested to nominate or register, please send the filled in "**Training Registration Form**" (attached). The form can also be downloaded from BSTI website([www.bsti.gov.bd](http://www.bsti.gov.bd)). Registration would be confirmed only after receiving the payment.

*N.B: The authority reserves the right to change the course schedule if necessary.*

With Regards,

  
(Md. Anwar Hossain Molia)

Director (Metrology)

Phone: 8802-8870281

E-mail: [dmet.bsti@gmail.com](mailto:dmet.bsti@gmail.com)

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## TRAINING REGISTRATION FORM

<b>Title of the Training Course:</b>		Please attach a copy of recent Passport size color photograph here		
<b>Date:</b>				
<b>Note:</b> 1. Please answer each question clearly and completely. Use additional sheets, if necessary. 2. Only the Registrations recommended by the Supervisor/Head of the organization will be considered for final selection.				
<b>APPLICANT'S PERSONAL INFORMATION</b>				
<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Sex</b>	<b>Marital Status</b>
<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Nationality</b>		
<b>Permanent Address:</b>		<b>Present Address:</b>		
<b>Telephone Number:</b>		<b>Telephone Number:</b>		
<b>Mobile Number:</b>		<b>Mobile Number:</b>		
<b>Email:</b>		<b>Email:</b>		
<b>APPLICANT'S ORGANIZATION</b>				
<b>Name of Organization:</b>				
<b>Position/Designation:</b>				
<b>Address:</b>				
<b>Telephone Number:</b>			<b>Email:</b>	
<b>Brief Description of Work:</b>				

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**EDUCATIONAL ATTAINMENT:** Including Professional Degree (if any); add more row (if necessary) and lower level degree may be excluded if space doesn't permit.

Level/Degree	Institution/University	Major Area/Concentration	Passing Year	Class/Grade

**PROFESSIONAL ACHIEVEMENTS:** (Please describe in brief)

## RELEVANT TRAINING AND WORKSHOP PARTICIPATED

Title	Conducted by	Organized by	Venue	Duration

## EXPERIENCES AND EXPERTISES

## PRIMARY OBJECTIVES TO BE ACHIEVED BY THE PROPOSED TRAINING

## RECOMMENDATION FROM SUPERVISOR/HEAD OF THE DIVISION OF THE ORGANIZATION

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