



**Organization Profile
of
CIT Technical Institute
Computer Information Technology (CIT)**

Approved By National Skill Development Authority (NSDA) &
Bangladesh Technical Institute
TVET Training Institute

A skills development program

RR Tower, College Road, Brahmanbaria Sadar, Brahmanbaria-3400
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Name and Address of the organization:	CIT Technical Institute- Computer Information Technology (CIT) Craft Venture Innovation & Technology (CIT) RR Tower, College Road, Sadar, Brahmanbaria-3400
Name, Designation and contact address of the person in-Authorize of the Organization	Tahmina Akter, Chairman Mobile: 01736283893, 01616283893 E-mail: tahmina.cit@gmail.com, cit.bbaria@gmail.com Engr. Jobayir Ahammad Rana Chief Executive Director Mobile: 01716283893, 01616283893 E-mail: jobayirrana@gmail.com, cit.bbaria@gmail.com
Year of Establishment	2010
Year of Accreditation	2015, 2022
Accreditation Authority	• Bangladesh Technical Education Board (BTEB) Under Ministry of Education • National Skills Development Authority (NSDA)
Background of Organization:	CIT-Bangladesh is a national NGO (Recommended), founded in 2010 with a CIT-Bangladesh is a national NGO (Recommended), founded in 2010 with a mission to promote human rights and to devote for socio-economic development of the underprivileged, marginalized and hard-to-reach people. CIT Technical Institute- Computer Information Technology (CIT) is a flagship program which has been working since 2010 Technical and Vocational Training and Assessment center CIT is affiliated by Bangladesh Technical Education Board (BTEB) since 2015. It is also a

	Registered Training Organization. (RTO) on 05 occupations with different 360 Hour under Basic standard skills certificate curriculum and 02 Technology with Advanced Certificate Course (01 Year) Programs. CIT has the capacity to operate skills training in Brahmanbaria. districts of Bangladesh with its 3 Campus own associate training venue. The own venues of CIT are situated in Brahmanbaria, CIT is also operating Basic Skills Training program regularly on 05 different occupations. CIT has long experience in operating skills training program with effective job placement support. CIT has mutual agreement with 20 more relevant industries to support Apprenticeship Training and job placement for graduates. The institute has dedicated Learning Material Development Executives, and all training programs are operated with customized learning material to meet the industry skills need thereby ensuring 80% job placement.
Vision:	CIT Technical Institute- Computer Information Technology (CIT) envisions a society where deprived and discriminated people are living with sustainable development in their life and livelihood and with respect and dignity
Mission:	Mission of CIT TECHNICAL INSTITUTE- COMPUTER INFORMATION TECHNOLOGY (CIT) is to work with deprived and discriminated people to find a decent work with marketable skills establish rights and entitlement for their life and livelihood.
Objective:	The objectives of the organization are: 1. Providing vocational and technical trainings to

	unemployed, semi- employed, under-employed and self-employed women and youth to increase employability skills for increasing better opportunity in job market in the ICT and the IFNORMAL sectors in home and also abroad 2. To facilitate low or free of cost training service for disadvantaged and back worded groups i.e., destitute women, indigenous/adivashi, disabilities, etc. in the remote rural and the urban areas in Brahmanbaria-Bangladesh. 3. Providing 15-year technical education to the youths to increase employability skills for increasing better opportunities in job market. 4. To enhance good occupational/employability skills and capacity of women and youth groups through providing training and job placement supports for creating better access to job and self-employment in country and abroad which help to reduce poverty in the society. 5. Maintaining regular and direct industry linkage to receive industry demand update and revise training material to ensure fulfilment of Industry skills need and easy decent job placement. 6. Operate sector wise training need analysis, identify training requirements and prepare relevant customized training and learning materials for effective training operation. 7. The overall objective of the CIT Technical Institute is attaining improvement of living conditions of target people through increasing access to employment, by improving working capacity through
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	development of technical knowledge and skills.
Strategies:	✓ Capacity building of staff and organization. ✓ Mainstreaming Persons with Disability through integration. ✓ Awareness rising and Advocacy. ✓ Promotion and supporting for micro entrepreneurs. ✓ Enterprise Development ✓ Enhance Industry Linkage Enhance and maintain Networking with all stakeholders
Values:	CIT TECHNICAL INSTITUTE- COMPUTER INFORMATION TECHNOLOGY (CIT) is committed to values of mutual respect, equity, justice, rule of law, transparency, accountability, Integrity and impartiality

Legal Status	
Bangladesh Technical Educational Board National Skill Development Authority (NSDA)	Institute Code: 64055
	STP- BRA- 001043
Trade License from Brahmanbaria Pourashava	04-08397, 2 January, 2014

Running Program
○ Donor-funded Skills Development Training ○ Industry supported on-demand Skills Training ○ Competency-based Training and Assessment ○ Trainer + Assessor Methodological Training, Soft Skills Training ○ 1-year Advance Certificate Course Program ○ 3 Month and 6 Month Certificate Program

BTEB & NSDA Affiliated Course List

Sl.	Name of the Occupation	Duration	BTER Affiliated	NSDA Affiliated
1	Computer Office Application	360Hr	Yes	-
2	Computer Operation	360Hr	Yes	Yes
3	Graphics Design with Freelancing	360Hr	Yes	Yes
4	Digital Marketing with Freelancing	360Hr	-	Yes
5	Database Programming	360Hr	Yes	-
6	Aminship (Land survey)	360Hr	Yes	-
7	General Caregiving	360Hr	-	Yes
8	Caregiving for Persons with Special Needs	360Hr	-	Yes
9	Caregiving for Infant, Toddler, and Children	360Hr		Yes
10	Caregiving For Elderly Persons	360Hr		Yes
11	Dementia Caregiving	360Hr		Yes
12	Food Beverage Production	360Hr		Yes
13	Beautification	360Hr	-	Yes
14	Driving	360Hr	Yes	Yes
15	IT Support Service with Freelancing	360Hr	-	Yes
16	Web Design with Freelancing		Yes	Yes
17	Data Entry & Freelancing			
18	Welding		Yes	Yes
19	Competency Based Training & Assessment Methodology			
20	Professional back-office Service	360Hr	-	Yes
21	Professional Digital Content Management	360Hr	-	Yes
22	Fashion Design & Product Development	360Hr	-	Yes
23	Professional Customer Service	360Hr	-	Yes

24	Pipe fitting	360Hr	-	Yes
25	IOSH-Managing Safely	10 Day	-	-
26	OSHA- 48 Hours USA	48 Hr	-	-
27	FIRE-MS Level-2 (AOSH-UK)	15 Day	-	-
28	FIRE-MS Level-2 (AOSH-UK)	15 Day	-	-
29	Industrial Safety & Health Specialist (USA)	30 Day	-	-
30	REGGER & Signalman	10 Day	-	-
31	Basic Construction Safety	10 Day	-	-
32	Hot Work Sefety Training	10 Day	-	-
33	Electrical Safety in Construction & Industry Training	21 Day	-	-
34	Health Safety & Environment Diploma (HSE) USA	45 Day	-	-
35	Risk Management System	10 Day	-	-
36	Wheel Loader / Pay Loader Training	15 Day	-	-
37	Lifting Supervisor	10 Day	-	-
38	NEBOSH- IGC (UK)	45 Day	-	-
39	HSE Supervisor (UK)	15 Day	-	-
40	First Aid	10 Day	-	-

Training Management Process	
01. Advertisement & Publicity:	Advertisement for enrollment of trainees are published in different online and paper-based media like newspapers, social media, websites and widely publicized locally through Miking, Handbill, Banner, Festoon etc.
02. Selection and Enrollment	Listing and verification of applications and selection written (e. g. Age, Education, Aptitude,

interview performance etc.)

Selection CIT

Youth, existing workforce, low skilled people, school's dropouts, people with disabilities, ethnic minority group, indigenous people and female candidate will get preference.

For Skills Development Training Courses, trainees will be adults with 15 to 45 years age range.

Education: minimum PSC/JSC/Equivalent

For Advance Certificate courses, minimum Degree/ Graduate pass.

Trainee Enrollment Process

To collect application form by trainee and to submit after filling up with some supporting documents:

Academic Certificate Copy (JSC/SSC)

Birth Certificate/NID Photocopy

3 copy pp size photograph

Certificate of Disability/ethnic/minority etc. (if applicable)

Each candidate goes through a written admission test with oral and aptitude test. The weightage is fixed as:

Aptitude test: Assess aptitude of the trainees through the practical demonstration test (industrious work like cleaning campus, carrying bricks etc.). Its weightage is 70%.

Oral Test: Oral test to be conducted to judge the attitude, aspirations and commitment of the trainees to work in the construction sector after training. Its weightage is 20%.

Written Test: Able to express him/herself in Bangla language, simple mathematics / simple

	alphabetic knowledge & reading ability. Its weightage is 10%. A separate admission committee is formed for each session, and the committee take all decision related to candidate selection and enrollment as per admission regulation.
03. Training Delivery	- Selected and enrolled trainee's information are recorded in a software database for effective training management. - Theoretical and practical classes are conducted following CS, CBLM and other curriculum documents guided by BTEB, NSDA and donors. - At least 85% class attendance is ensured for each candidate. - Special makeup class arranged for absent trainees - High quality training is ensured through: - o Adoption /use of approved curriculum standard (CS)/lesson plan /Job sheet /formative assessment after 15 days /weekly & monthly test. - o The uses of Learner–Centre competency-based methodologies having adequate practical work. - o Qualified and experienced trainers are engaged for each group of 20-25 trainees. - o Class rooms are maintained well-illuminated/ventilated & well- equipped. Workshops areas have weather protected solid walls and ceiling and access to separate toilet and washing facilities for male and female trainees. - o A safe & healthy working environment

	with adequate first aid facilities, fire extinguishers etc.
04. Evaluation and Assessment	Adopt summative and formative assessment methods to judge competency. External industrial assessors having diploma /BSC engineering with minimum 5 years' experiences duly certified BTEB/NSDA are Involved. Formative Assessments are carried out periodically following CBT Assessment guidelines. Summative / Final Assessment is done after completing training within the prescribed duration of training. A Competence Assessment Result Summary is prepared for each trainee.
05. Certification	Certificates are awarded to successful candidates.
06. Job Placement /Entrepreneurship Support	- Job placement support is provided to all certified graduates to help them get gainful employment. - At least 80% job placement of net enrollment is ensured through the following activities: - o Providing job counseling to the trainees/organize employers meetings - o Preparing data base for industries - o Developing dynamic linkages with employers - o Disseminating training outcomes to the employers - o Organizes job fairs - o Identifying job vacancies in industry and preparing trainees for interview. - Preparing documents that show wage /remuneration before and after training to indicate value addition

07. Follow-up for Retention	- All trainees/graduates' job placement data are recorded in online software database. -All job placed trainees/graduates' activity are followed up for next 3 months to maximize retention.
08. Other Information about Training	- Trainer Trainee Ratio: 1:12 - Residential Facility: Yes; Seat Capacity: Male-250, Female- 50 - On-Demand Training: Yes; as per requirement from donor/ Industry - Average Job Placement rate: 85% - Authority of Certificate issue ➤ BTEB, NSDA (Statement of Achievement), ➤ CIT (Course Completion Certificate) - Learner Acquisition: From all over the Bangladesh RPL Program? : Yes; on 10 occupations.

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 Engr. Jobayir Ahammad Rana
 Chief Executive Director



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

Certificate of Registration

CIT Technical Institute

is registered as a Skills Training Provider under
section 16(1) of NSDA Act, 2018.

Registration No.: STP-BRA-001043

Issued on : 01/08/2023

Valid until : 31/07/2028



Nasreen Afroz
Executive Chairman, NSDA



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রধান উপদেষ্টার কার্যালয়
জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ (এনএসডিএ)

নিবন্ধন সনদ

সি.আই.টি টেকনিক্যাল ইন্সটিটিউট

জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ আইন, ২০১৮ এর অনুচ্ছেদ ১৬(১) অনুযায়ী দক্ষতা
প্রশিক্ষণ প্রতিষ্ঠান হিসেবে নিবন্ধন প্রদান করা হলো।

নিবন্ধন নম্বর : STP-BRA-001043

ইস্যুর তারিখ : ০১/০৮/২০২৩

মেয়াদোত্তীর্ণের তারিখ: ৩১/০৭/২০২৮



নাসরীন আফরোজ
নির্বাহী চেয়ারম্যান, এনএসডিএ



Government of the People's Republic of Bangladesh

Prime Minister's Office

National Skills Development Authority (NSDA)



Application ID : CAA-BRA-000010

Name of STP : CIT Technical Institute

STP ID : STP-BRA-001043

Address : 1038 South Mourail , Brahmanbaria Sadar, Brahmanbaria

Date of decision issued : 08-08-2024

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Caregiving for Persons with Special Needs - 3	Course and Assessment Center Accreditation	Approved	08-08-2024 to 07-08-2026	Approved	08-08-2024 to 07-08-2026
Competency Based Training & Assessment Methodology - 4	Course and Assessment Center Accreditation	Approved	08-08-2024 to 07-08-2026	Approved	08-08-2024 to 07-08-2026
Driving - 3	Course and Assessment Center Accreditation	Approved	08-08-2024 to 07-08-2026	Approved	08-08-2024 to 07-08-2026
General Caregiving - 2	Course and Assessment Center Accreditation	Approved	08-08-2024 to 07-08-2026	Approved	08-08-2024 to 07-08-2026
IT Support Service - 3	Course and Assessment Center Accreditation	Approved	08-08-2024 to 07-08-2026	Approved	08-08-2024 to 07-08-2026

Please comply with the applicable conditions as mentioned in the respective guidelines. NSDA may take necessary action and revoke the approvals in case of non compliance.

Regards
NSDA



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Government of the People's Republic of Bangladesh

Prime Minister's Office

National Skills Development Authority (NSDA)



Application ID : CAA-BRA-000039

Name of STP : CIT Technical Institute

STP ID : STP-BRA-001043

Address : 1038 South Mourail , Brahmanbaria Sadar, Brahmanbaria

Date of decision issued : 02-07-2026

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Professional Customer Services - 3	Course and Assessment Center Accreditation	Approved	02-07-2026 to 01-07-2028	Approved	02-07-2026 to 01-07-2028
Professional Digital Content Management - 3	Course and Assessment Center Accreditation	Approved	02-07-2026 to 01-07-2028	Approved	02-07-2026 to 01-07-2028
Makeup Art - 3	Course and Assessment Center Accreditation	Approved	02-07-2026 to 01-07-2028	Approved	02-07-2026 to 01-07-2028
Motorcycle Servicing - 1	Course and Assessment Center Accreditation	Approved	02-07-2026 to 01-07-2028	Approved	02-07-2026 to 01-07-2028
Entrepreneurship Development - 4	Course and Assessment Center Accreditation	Approved	02-07-2026 to 01-07-2028	Approved	02-07-2026 to 01-07-2028

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National Skills Development Authority (NSDA)



Application ID : CAA-BRA-000025

Name of STP : CIT Technical Institute

STP ID : STP-BRA-001043

Address : 1038 South Mourail , Brahmanbaria Sadar, Brahmanbaria

Date of decision issued : 27-10-2025

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Graphic Design for Freelancing - 3	Course and Assessment Center Accreditation	Approved	27-10-2025 to 26-10-2027	Approved	27-10-2025 to 26-10-2027
Computer Operation - 2	Course and Assessment Center Accreditation	Approved	27-10-2025 to 26-10-2027	Approved	27-10-2025 to 26-10-2027
Computer Operation - 3	Course and Assessment Center Accreditation	Approved	27-10-2025 to 26-10-2027	Approved	27-10-2025 to 26-10-2027
Digital Marketing for Freelancing - 3	Course and Assessment Center Accreditation	Approved	27-10-2025 to 26-10-2027	Approved	27-10-2025 to 26-10-2027
Web Design - 3	Course and Assessment Center Accreditation	Approved	27-10-2025 to 26-10-2027	Approved	27-10-2025 to 26-10-2027

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National Skills Development Authority (NSDA)



Application ID : CAA-BRA-000027

Name of STP : CIT Technical Institute

STP ID : STP-BRA-001043

Address : 1038 South Mourail , Brahmanbaria Sadar, Brahmanbaria

Date of decision issued : 22-12-2025

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Competency Based Assessment Methodology - 4	Course and Assessment Center Accreditation	Approved	21-12-2025 to 20-12-2027	Approved	21-12-2025 to 20-12-2027
Graphic Design - 3	Course and Assessment Center Accreditation	Approved	21-12-2025 to 20-12-2027	Approved	21-12-2025 to 20-12-2027

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National Skills Development Authority (NSDA)



Application ID : CAA-BRA-000016

Name of STP : CIT Technical Institute

STP ID : STP-BRA-001043

Address : 1038 South Mourail , Brahmanbaria Sadar, Brahmanbaria

Date of decision issued : 21-08-2025

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Caregiving for Infant Toddler and Children - 3	Course and Assessment Center Accreditation	Approved	21-08-2025 to 20-08-2027	Approved	21-08-2025 to 20-08-2027
Caregiving for Elderly Persons - 3	Course and Assessment Center Accreditation	Approved	21-08-2025 to 20-08-2027	Approved	21-08-2025 to 20-08-2027
Dementia Caregiving - 3	Course and Assessment Center Accreditation	Approved	21-08-2025 to 20-08-2027	Approved	21-08-2025 to 20-08-2027
Digital Marketing for Freelancing - 4	Course and Assessment Center Accreditation	Approved	21-08-2025 to 20-08-2027	Approved	21-08-2025 to 20-08-2027

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National Skills Development Authority (NSDA)



Application ID : CAA-BRA-000032

Name of STP : CIT Technical Institute

STP ID : STP-BRA-001043

Address : 1038 South Mourail , Brahmanbaria Sadar, Brahmanbaria

Date of decision issued : 07-05-2026

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Professional Back-office Service - 3	Course and Assessment Center Accreditation	Approved	07-05-2026 to 06-05-2028	Approved	07-05-2026 to 06-05-2028
English for Work - 2	Course and Assessment Center Accreditation	Approved	07-05-2026 to 06-05-2028	Approved	07-05-2026 to 06-05-2028
Food and Beverage Production - 3	Course and Assessment Center Accreditation	Approved	07-05-2026 to 06-05-2028	Approved	07-05-2026 to 06-05-2028

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