

## Candidate Manual

1. Click on the "Register" menu, then select "Sign Up."





2. Fill in all the required fields in the registration form and click "Register."


**REGISTRATION**


Welcome To Bangladesh Coast Guard  
Job Portal


---

 Enter Your Name Here

 Enter Your Email

 Enter Your Phone Number

 Enter Your Password

 Enter Same Password Again

[Already Registered?](#)

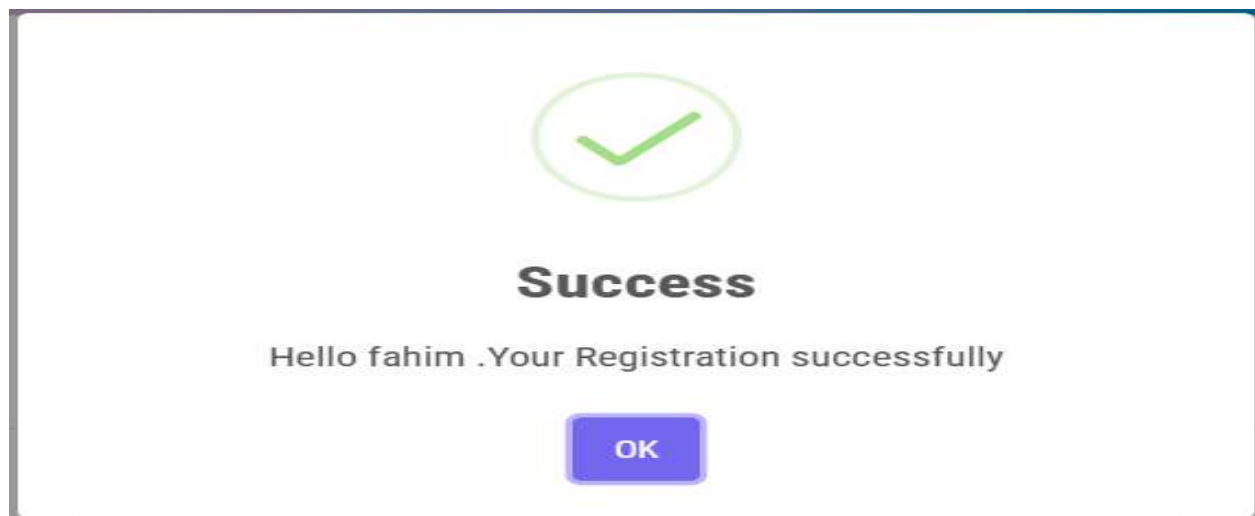
**REGISTER**

3. After clicking "Register," an OTP will be sent to the provided mobile number. Enter the OTP code and click "Verify."

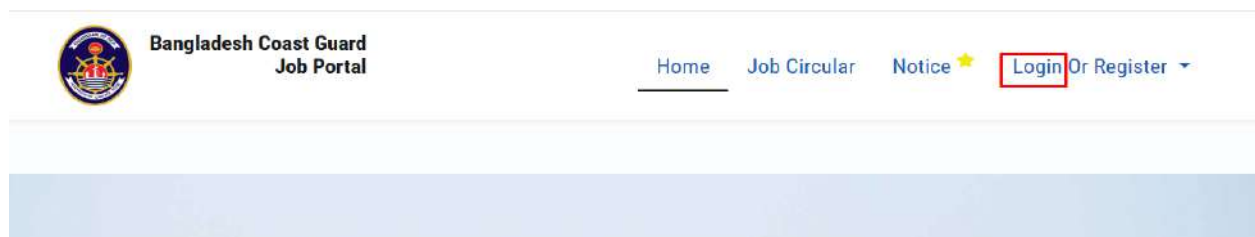


The screenshot shows the registration verification interface. At the top is the Bangladesh Coast Guard logo, a circular emblem with a ship's wheel and a lighthouse. Below the logo, the word "REGISTRATION" is written in green, and "Bangladesh Coast Guard Job Portal" is written in pink. A blue message states "OTP is sent to your mobile number". Below this is a text input field labeled "Enter The OTP". A green button with the word "VERIFY" in white is positioned below the input field and is highlighted with a red rectangular border.

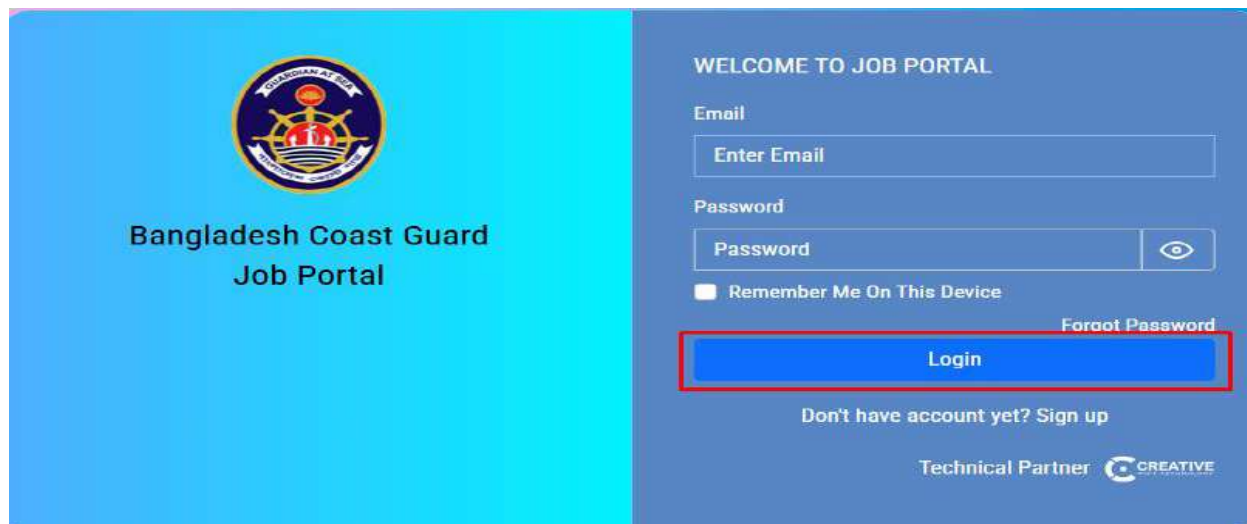
4. If the OTP is entered correctly, a success message will appear, and the registration process will be completed.



5. After completing the registration process, click on "Log In."

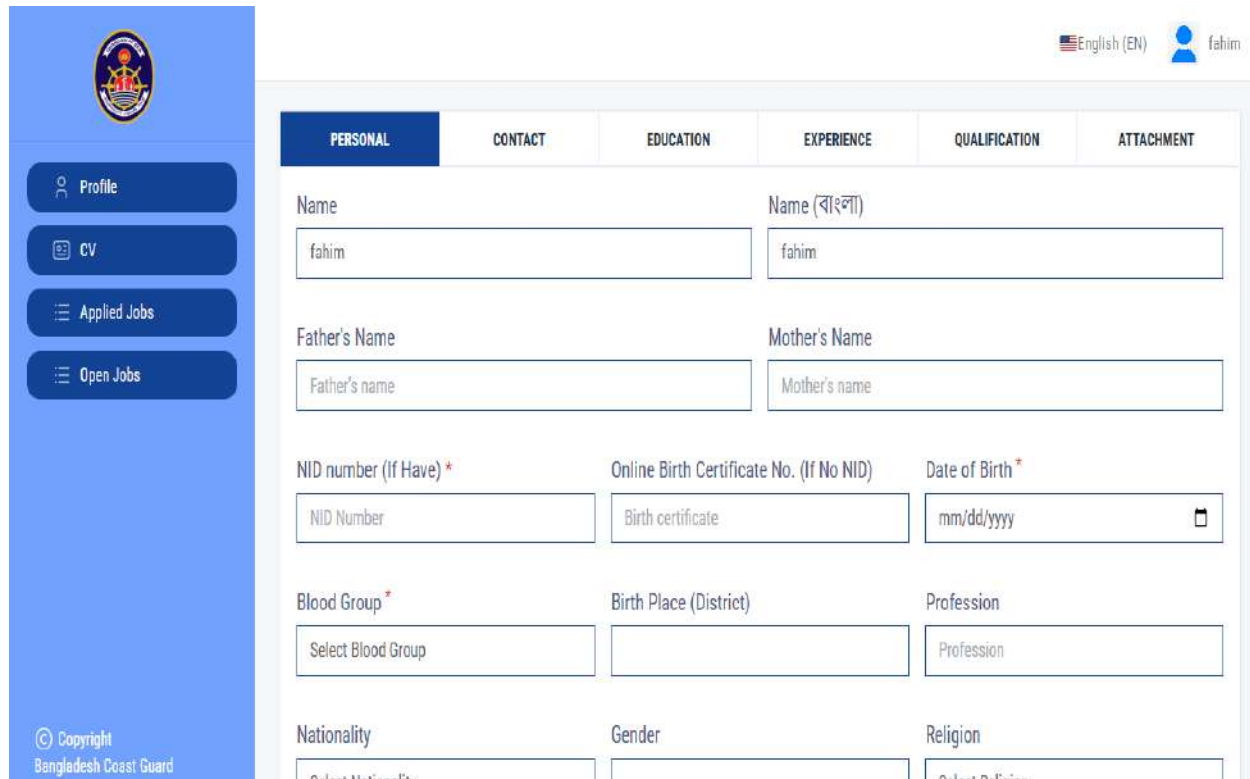


6. After clicking on "Log In," the login page will appear. Enter your email and password, then click the "Login" button.



The screenshot shows the login page of the Bangladesh Coast Guard Job Portal. On the left, there is a blue sidebar with the Bangladesh Coast Guard logo and the text "Bangladesh Coast Guard Job Portal". On the right, the main area is titled "WELCOME TO JOB PORTAL". It contains fields for "Email" and "Password", a "Remember Me On This Device" checkbox, a "Forgot Password" link, and a prominent blue "Login" button highlighted with a red rectangle. Below the login button, there is a link for "Don't have account yet? Sign up" and a footer for "Technical Partner CREATIVE".

7. After logging in, the profile page will appear. It will look as shown below:



The screenshot shows the profile page of the Bangladesh Coast Guard Job Portal. On the left, there is a blue sidebar with the Bangladesh Coast Guard logo and a menu with "Profile", "CV", "Applied Jobs", and "Open Jobs". On the right, the main area is titled "PERSONAL" and contains a form with various fields. The form is organized into sections: "Name" (with a field for "Name (বাংলা)" and a field for "Name"), "Father's Name" and "Mother's Name", "NID number (If Have) \*" (with a field for "NID Number"), "Online Birth Certificate No. (If No NID)" (with a field for "Birth certificate"), "Date of Birth \*" (with a field for "mm/dd/yyyy" and a calendar icon), "Blood Group \*" (with a field for "Select Blood Group"), "Birth Place (District)" (with a field for "Birth Place"), "Profession" (with a field for "Profession"), "Nationality" (with a field for "Select Nationality"), "Gender" (with a field for "Gender"), and "Religion" (with a field for "Select Religion"). The footer of the page includes "© Copyright Bangladesh Coast Guard".

8. Then, fill in the personal information form and click "Save."

PERSONAL	CONTACT	EDUCATION	EXPERIENCE	QUALIFICATION	ATTACHMENT
Name		Name (বাংলা)			
<input type="text" value="fahim"/>		<input type="text" value="fahim"/>			
Father's Name		Mother's Name			
<input type="text" value="Father's name"/>		<input type="text" value="Mother's name"/>			
NID number (If Have) *		Online Birth Certificate No. (If No NID)		Date of Birth *	
<input type="text" value="NID Number"/>		<input type="text" value="Birth certificate"/>		<input type="text" value="mm/dd/yyyy"/>	
Blood Group *		Birth Place (District)		Profession	
<input type="text" value="Select Blood Group"/>		<input type="text"/>		<input type="text" value="Profession"/>	
Nationality		Gender		Religion	
<input type="text" value="Select Nationality"/>		<input type="text"/>		<input type="text" value="Select Religion"/>	
<div>Save</div>					

9. Next, click on "Contact," fill in all the required information, and click "Save."

PERSONAL	CONTACT	EDUCATION	EXPERIENCE	QUALIFICATION	ATTACHMENT
Mobile / Phone *		Email *			
<input type="text" value="01456762132"/>		<input type="text" value="fahim@gmail.com"/>			
Present Address					
District		Upazila			
<input type="text" value="Select District"/>		<input type="text"/>			
Home / Road No.		Village / Area Name			
<input type="text" value="Home / Road No."/>		<input type="text" value="Village / Area Name"/>			
Union / Ward		Post Office		Post Code *	
<input type="text" value="Union / Ward"/>		<input type="text" value="Post Office"/>		<input type="text" value="Post Code"/>	
Permanent Address					
<input type="checkbox"/> Same as present address					
District		Upazila			
<input type="text" value="Select District"/>		<input type="text"/>			
Home / Road No.		Village / Area Name			
<input type="text" value="Home / Road No."/>		<input type="text" value="Village / Area Name"/>			
Union / Ward		Post Office		Post Code *	
<input type="text" value="Union / Ward"/>		<input type="text" value="Post Office"/>		<input type="text" value="Post Code"/>	
<div>Save</div>					

10. Next, click on "Education," then select "Add New."

The screenshot shows a user profile page with a top navigation bar containing tabs: PERSONAL, CONTACT, EDUCATION, EXPERIENCE, QUALIFICATION, and ATTACHMENT. The 'EDUCATION' tab is highlighted with a red box. Below the tabs is an 'Education List' table with columns: SL, EXAM/DEGREE, RESULT/GRADE, MAJOR/GROUP, BOARD, INSTITUTE, PASSING YEAR, and ACTION. To the right of the table is a '+ Add New' button, also highlighted with a red box. At the bottom right of the page is a 'Save' button.

11. After clicking "Add New," a form will appear. Fill in all the required information and click "Save Education." Then, click the main "Save" button to confirm.

The screenshot shows the 'ADD EDUCATION' form. It contains several input fields and dropdown menus: 'Level of Education \*' (dropdown), 'Exam/Degree Title \*' (dropdown), 'Roll No \*' (text field with a red error message 'Please enter Roll No'), 'Board \*' (dropdown), 'Institute Name \*' (text field with a red error message 'Institute Name is Required'), 'Result \*' (dropdown), 'Year of passing \*' (dropdown), 'Duration(years)' (text field), and 'Achievement' (text field). At the bottom left of the form is a 'Save Education' button, highlighted with a red box, and a 'Cancel' button. At the bottom right of the page is a 'Save' button, also highlighted with a red box.

12. Next, click on "Experience." If you wish to add any experience, click "Add New."

This screenshot is identical to the one in step 10, showing the user profile page with the 'EDUCATION' tab selected and the '+ Add New' button highlighted.

13. After clicking "Add New," a form will appear. Fill in all the necessary information and click "Save." Then, click the main "Save" button to confirm.

The screenshot shows a form titled "Add Experience". It contains the following fields and controls:

- Company Name**: A text input field with a red asterisk and a red error message "Company name is required" below it.
- Designation**: A text input field with a red error message "Please enter Designation" below it.
- Responsibilities**: A larger text input field.
- From**: A date input field with a calendar icon and a placeholder "mm/dd/yyyy".
- To**: A date input field with a calendar icon and a placeholder "mm/dd/yyyy".
- Current Job**: A checkbox labeled "Current Job".
- Buttons**: A green "Save" button and a red "Cancel" button are located at the bottom left of the form. A blue "Save" button is located at the bottom right of the page, outside the form's border.

14. Next, click on "Qualification" and fill in the details if applicable. Then, click "Save."

The screenshot shows a profile form with several tabs: PERSONAL, CONTACT, EDUCATION, EXPERIENCE, QUALIFICATION, and ATTACHMENT. The "QUALIFICATION" tab is selected and highlighted with a red box. Below the tabs, there are three text input fields:

- IT Literacy**: A text input field with a placeholder "Please enter details".
- Training**: A text input field with a placeholder "Please enter details".
- Extracurricular Activities**: A text input field with a placeholder "Please enter details".

At the bottom right of the page, there is a blue "Save" button highlighted with a red box.

15. Next, click on "Attachment."

The screenshot shows a web form with a horizontal navigation bar at the top containing tabs: PERSONAL, CONTACT, EDUCATION, EXPERIENCE, QUALIFICATION, and ATTACHMENT. The ATTACHMENT tab is highlighted with a red border. Below the tabs, the form is divided into three sections: 'Profile' with a 'Drop Profile Image here...' box, 'Signature' with a 'Drop files here...' box, and 'Resume' with a 'Drop Resume Here...' box. Each section has a small 'Powered by PQINA' text below it. A blue 'Save' button is located at the bottom right of the form.

16. In this section, you can upload your profile picture, signature, and resume. Upload all the necessary files, then click the "Save" button.


This screenshot is identical to the previous one, showing the 'Attachment' tab. In this version, the three upload areas—the 'Drop Profile Image here...' box, the 'Drop files here...' box, and the 'Drop Resume Here...' box—are each outlined with a red border to indicate where files should be uploaded. The 'Save' button at the bottom right is also outlined with a red border.

17. Next, click on the "CV" section.



18. After clicking on "CV," a generated application form will appear, containing the information you provided in your profile.


Application Form



১	প্রার্থীর নাম:	বাংলা:	রিশাদ		
		ইংরেজী:	Rishad		
২	জাতীয় পরিচয় পত্র নম্বর:	1 2 3 4 5 6 7 8 9 0 1 2	(যে কোন একটি)		
	জন্ম নিবন্ধন নম্বর:	1 2 3 1 2 3			
৩	জন্ম তারিখ:	<div style="display: flex; justify-content: space-between;"> <div> <div>দি</div> <div>2</div> </div> <div> <div>ন</div> <div>0</div> </div> <div> <div>মা</div> <div>0</div> </div> <div> <div>স</div> <div>1</div> </div> <div> <div>ব</div> <div>1</div> </div> <div> <div>৭</div> <div>9</div> </div> <div> <div>স</div> <div>9</div> </div> <div> <div>৯</div> <div>9</div> </div> </div>	৪	জন্মস্থান (জেলা):	Chittagong
৫	মাতার নাম:	fahmida khatun			
৬	পিতার নাম:	Korimul haque			
	ঠিকানা	বর্তমান	স্থায়ী		
	বাসা ও সড়ক (নাম/নম্বর):	4/7 boalkhali road	4/7 boalkhali road		
	গ্রাম/পাড়া/মহল্লা:	north east boalkhali village	north east boalkhali village		
	ইউনিয়ন/ওয়ার্ড:	north east boalkhali village	north east boalkhali village		
	ডাকঘর:	boalkhali office	boalkhali office		
	পোস্ট কোড নম্বর:	1121	1121		
	উপজেলা:	বোয়ালখালী	বোয়ালখালী		
	জেলা:	চট্টগ্রাম	চট্টগ্রাম		
৮	যোগাযোগ	মোবাইল/টেলিফোন নম্বর:	01626467997		
		ই-মেইল (যদি থাকে):	Rishad@gmail.com		
৯	জাতীয়তা:	Bangladeshi	১০ জেন্ডার:		
			Male		
১১	ধর্ম:	ইসলাম	১২ পেশা:		
			cse		
১৩	শিক্ষাগত যোগ্যতা:				
	পরীক্ষার নাম	বিষয়	শিক্ষা প্রতিষ্ঠান		
			পাসের সন		
			বোর্ড/বিশ্ববিদ্যালয়		
			গ্রেড/শ্রেণি/বিভাগ		
১৪	অভিজ্ঞতার বিবরণ: (প্রযোজ্য নহে)				
	কোম্পানির নাম	উপাধি	যোগদান তারিখ		
			অবসানের তারিখ		
১৫	অতিরিক্ত যোগ্যতা (যদি থাকে): (প্রযোজ্য নহে)				
	বর্ণনা				
১৬	কোটা:	Freedom fighter			
১৭	বিভাগীয় প্রার্থী কিনা:	হ্যাঁ			

আমি এ মর্মে অঙ্গীকার করছি যে, ওপরে বর্ণিত তথ্যাবলী সম্পূর্ণ সত্য। মৌখিক পরীক্ষার সময় তথ্য প্রমাণের জন্য সকল মূল সার্টিফিকেট ও রেকর্ডপত্র উপস্থাপন করব। কোন তথ্য অসত্য প্রমাণিত হলে আইনানুগ শাস্তি ভোগ করতে বাধ্য থাকব।

তারিখ:




প্রার্থীর স্বাক্ষর



19. Next, click on the "Open Jobs" section.



20. After clicking on "Open Jobs," you will see all the available job openings that you can apply for.




**Bangladesh Coast Guard**  
Job Portal




[Home](#) [Job Circular](#) [Notice](#) [Rishad](#) [ENGLISH](#)

Jobs

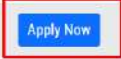
SL Number	Job Name	Pdf Download	Last Apply Date	Payment Amount	Apply Now
1	Photocopy Operator		2025-08-05 00:00:00	112	<a href="#">Apply Now</a>

21. To apply for a job, click on the button labeled as "Apply Now"


 Bangladesh Coast Guard  
Job Portal


Home Job Circular Notice  Rishad   ENGLISH

Jobs

SL Number	Job Name	Pdf Download	Last Apply Date	Payment Amount	Apply Now
1	Photocopy Operator		2025-08-05 00:00:00	112	

22. After clicking the "Apply Now" button, the job details page will appear. Here, you can view all the information related to the job. At the bottom of the page, there is a button labeled "Apply Now." Click on it to proceed

 Bangladesh Coast Guard  
Job Portal

Home Job Circular Notice 

Others Benefit

Job Location

আগারগাঁও প্রশাসনিক এলাকা শের-ই-বাংলা নগর, ঢাকা-১২০৭

APPLY NOW

Contact Information

If you require any assistance, please feel free to reach out at: [example@example.com](mailto:example@example.com)

23. After clicking the "Apply Now" button, an application form will appear containing all the information from your profile. You can edit the details if necessary; otherwise, click "Next" to proceed.

Candidate Details	
Name *	Name (বাংলা) *
<input type="text" value="Test User"/>	<input type="text"/>
National Identity Card/Birth Certificate(One Required)	
National ID *	Birth Certificate
<input type="text" value="12345678"/>	<input type="text"/>
Personal Information	
Date of Birth *	Place of Birth
<input type="text" value="01/01/2002"/>	<input type="text" value="Dhaka"/>
Father's Name *	Mother's Name *
<input type="text" value="MR FARID Hossain"/>	<input type="text" value="Salema AKHTER"/>
Marital Status	
<input type="text" value="Select Status"/>	
Present Address	
District	Upazila
<input type="text" value="CUMILLA"/>	<input type="text" value="MEGHNA"/>
Home & Road No. *	Village/Ward/Area *
<input type="text" value="3"/>	<input type="text" value="village01"/>
Post Office *	Post Code
<input type="text" value="Paksi"/>	<input type="text" value="6600"/>
Permanent Address	
<input type="checkbox"/> Same as present address	
District	Upazila
<input type="text" value="CUMILLA"/>	<input type="text" value="MEGHNA"/>
Home & Road No. *	Village/Ward/Area *
<input type="text" value="3"/>	<input type="text" value="village01"/>
Post Office *	Post Code
<input type="text" value="Paksi"/>	<input type="text" value="6600"/>
Contact Details	
Phone Number *	Email *
<input type="text" value="01672358391"/>	<input type="text" value="test@gmail.com"/>
Others Info	
Nationality *	Gender *
<input type="text" value="Bangladeshi"/>	<input type="text" value="Male"/>
Religion *	Profession
<input type="text" value="Islam"/>	<input type="text" value="Student"/>

1 / 5


Next

24. The same applies to the next page—edit the information if needed, or click "Next" to continue.

Candidate Details

+ Add New Education

Candidate Education Details

SL	EXAM/DEGREE	RESULT/GRADE	MAJOR/GROUP	BOARD	INSTITUTE	PASSING YEAR	ACTION
1	PSC	90		Rajshahi	BRCPV	2022	 

2 / 5

[Back](#) [Next](#)

25. If you have experience, click 'Add New Experience' to update it, or simply click 'Next' to proceed.

Candidate Details

+ Add New Experience

Experiences

SL	COMPANY	DESIGNATION	FROM	TO	ACTION
----	---------	-------------	------	----	--------

Qualifications

Qualifications

IT Literacy

Training

Extracurricular Activities

Others

3 / 5

[Back](#) [Next](#)

26. In this page, which appears after clicking "Next," you can upload your profile picture, signature, and resume. Once uploaded, click "Next" to continue.

Candidate Details

Profile Image

22688bedc2f3b640-user-18578-131389401\_3510585385685822\_324153215043324543L.jpg 2.10 KB

Upload complete  
Tap to undo

Downloaded by PQJIA

Signature

er-18578-pag-transparent-signature-signature-angle-text-monochrome-thumbnail.png 2.43 KB

Upload complete  
Tap to undo

Downloaded by PQJIA

4 / 5

[Back](#) [Next](#)

27. On this page, you need to check the box to confirm, then click "Submit" to proceed.

Candidate Details

Quotas (Check All Applicable)

☐ Freedom Fighter ☐ Tribal ☐ Disabled ☒ None ☐ Others

Divisional Candidate Status

☒ No ☐ Yes

Declaration of Information Correctness


☐ I hereby certify that the above statements are true and correct to the best of my knowledge.  
I will bring all of my available real certificate and related information during viva. I understand that a false statement will be considered as crimes punishable by law.

5 / 5

Back

Submit

28. After clicking the "Submit" button, a CV will be generated containing all the information you provided. You can edit it if needed, or click "Apply" to finalize your application.




Government Of The People's Republic Of Bangladesh  
**Bangladesh Coast Guard**  
Website: <https://coastguard.gov.bd>

Application Form ( Applicant's Copy )

User Id: Coastguard-JOB-18572

Basic Information



Name Of Post : Photocopy Operator

Name Of Applicant : Rishad

Father's Name : Korimul Haque

Mother's Name : Fahmida Khatun

Date Of Birth : 20 Jan 1999

Gender : Male

Quota : Freedom Fighter

Religion : Islam

Marital Status : Unmarried

Contact Mobile No : 01626467997

National Id No : 123456789012

Email : Rishad@gmail.Com

Birth Registration No : 123123

Home District : CHATTOGRAM

Address Information

Mailing Address

Village/ Town/Road/ House/ Flat : 3

District : CUMILLA

P.S / Upazila : MEGHNA

Post Office : Paksi

Permanent Address

Village/ Town/Road/ House/ Flat : 3

District : CUMILLA

P.S / Upazila : MEGHNA

Post Office : Paksi

Academic Qualification

Examination	Board/ Institution	Group/ Subject/ Degree	Result	Year	Duration
PSC	Rajshahi		90%	2022	4

Experiences

Company Name	Designation	From	To
Cst	Designation	02 Jan 2025	27 Feb 2025
Cst	Designation	02 Jan 2025	27 Feb 2025


Extra Qualification

IT Literacy	Test
Training	Test
Extracurricular Activities	Test

Divisional Candidate Status : No

I Hereby Certify That The Above Statements Are True And Correct To The Best Of My Knowledge. I Will Bring All Of My Available Real Certificate And Related Information During Viva. I Understand That A False Statement Will Be Considered As Crimes Punishable By Law.

\*\*\* N.B. Please make payment within 72 hours \*\*\*

  
Applicant Signature

Edit

Apply

29. After clicking the "Apply" button, the payment page will appear. You can proceed with the payment by clicking the "Make Payment" button.

Payment



**Bangladesh Coast Guard**  
আগারগাঁও প্রশাসনিক এলাকা শের-ই-বাংলা নগর, ঢাকা-১২০৭

**Payment For The Post for the post of  
Photocopy Operator**

Name:

Phone Number:

Email:

Payment Amount:

Order Description:

Rishad

01626467997

rishad@gmail.com

112 BDT

Payment For The Position Of Photocopy Operator



You Have To Pay Within 72 Hours From Application Time

Make Payment

30. Once the payment page is displayed, you can make your payment using a card, mobile banking, or net banking. Choose your preferred method, then click "Pay" to complete the process

CARDSMOBILE BANKINGNET BANKING

VISAOther Cards

Enter Card Number

First digit is 37 or 4 or 5 and rest digits are 1

MM/YY

CVC/CW

Card Holder Name

☐ Save card & remember me

By checking this box you agree to the Terms of Service

PAY 112 BDT

CARDSMOBILE BANKINGNET BANKING

bKash

বঙ্গদ

দুদুদু

AB

tap

উদা

coz wallet

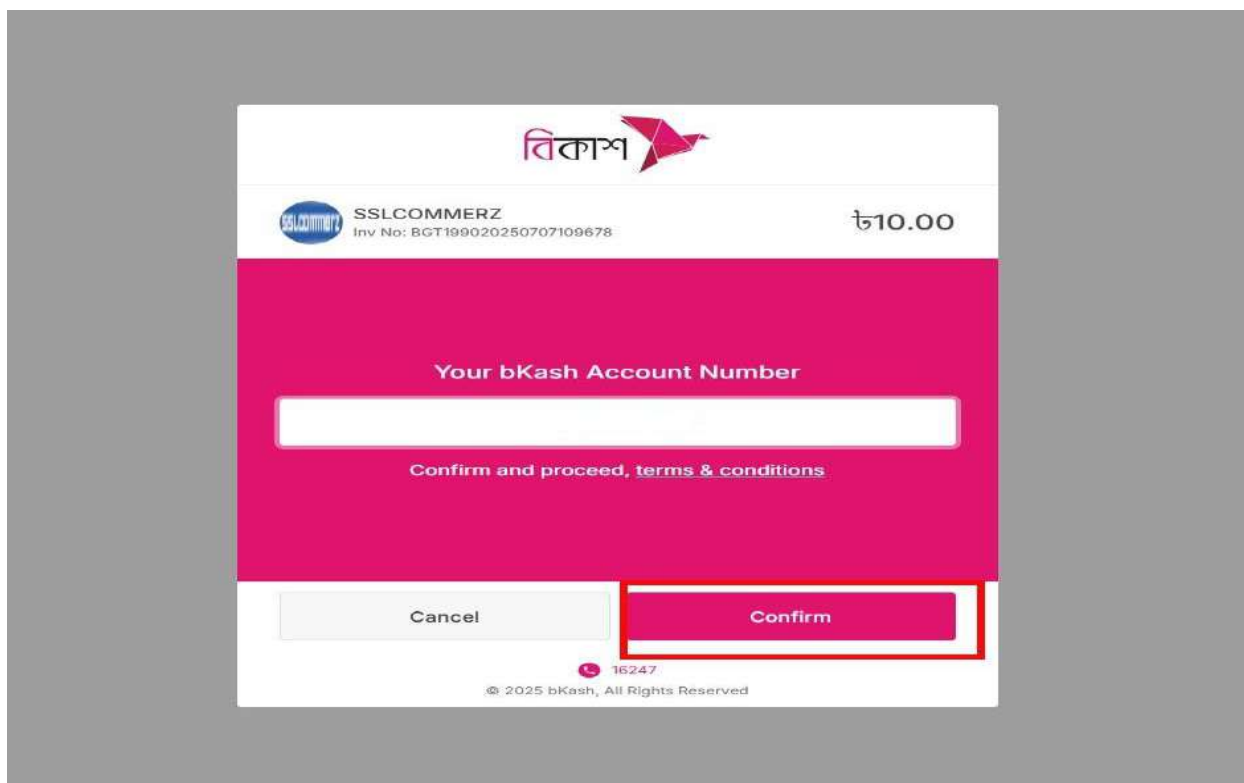
Cellfin

CASH

PAY 112 BDT



31. For example, in mobile banking, if you choose bKash, you will be redirected to a page where you need to enter your bKash account number and click 'Continue'.





32. After clicking 'Continue', you will be redirected to another page. Enter your bKash PIN and click 'Confirm'.

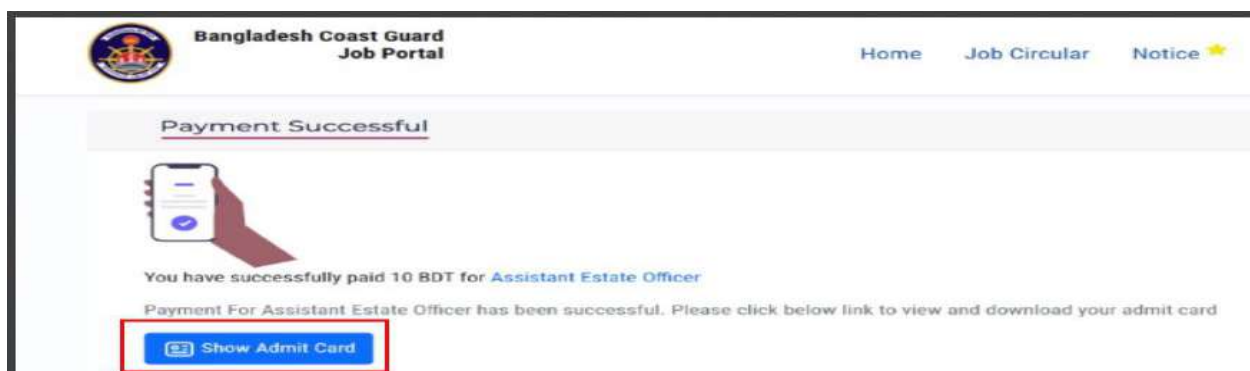


The screenshot shows a bKash payment confirmation screen. At the top, there is a header with the 'বিকাশ' (bKash) logo and a red bird icon. Below the header, the SSLCOMMERZ logo and 'Inv. No: BGT188820360707109878' are visible on the left, and the amount '৳10.00' is on the right. The main body of the screen is pink and contains the text 'Enter PIN of your bKash account number (017 \*\* \*\*\* 973)'. Below this text is a white input field with a red border, containing four black dots representing the PIN. At the bottom, there are two buttons: 'Cancel' on the left and 'Confirm' on the right, both with red borders. The footer includes a small red icon with the number '16247' and the text '© 2025 bKash, All Rights Reserved'.

33. If all the information is entered correctly, a 'Verification Successful' page will be displayed.

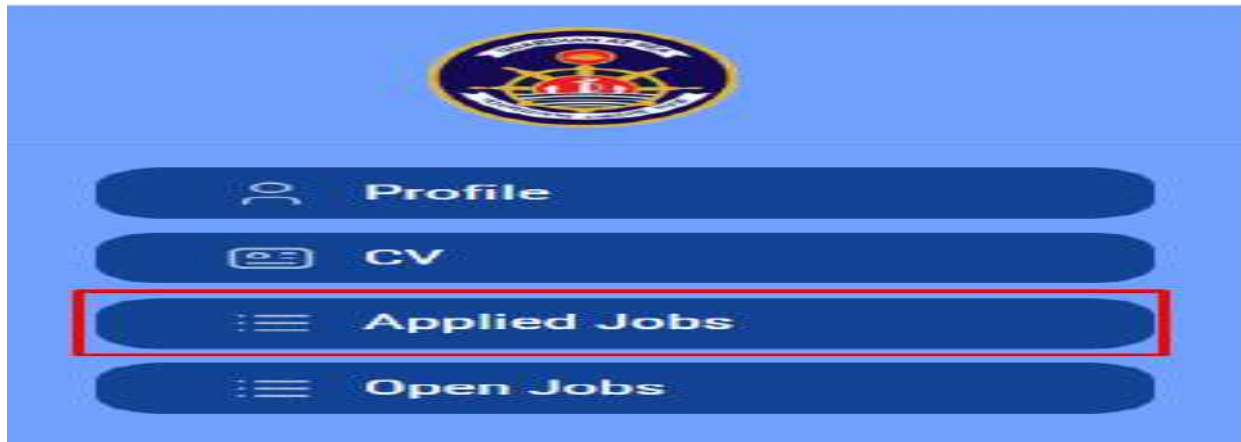


34. After that, it will redirect to the 'Payment Successful' page. Click 'Show Admit Card' to view your admit card





35. Now, log in with your email and password, then click on the 'Applied Jobs' section.




36. After clicking on "Applied Jobs," you will see a list of all the jobs you have applied for. You will also find buttons to view your Admit Card and Applicant Copy, first click "admit card" button.

#### Your Applied Jobs

SL	TITLE	APPLY DATE	PAYMENT STATUS	ADMIT CARD	ACTION
1	Sub-Assistant Engineer(Civil)	23 Mar 2025	PAID	  Applicant Copy	
2	Market Inspector	24 Mar 2025	EXPIRED	 Applicant Copy	
3	Store Assistant	27 Mar 2025	PAID	  Applicant Copy	
4	Draftsman	07 Apr 2025	PAID	  Applicant Copy	

37. If you click the "Admit Card" button, your admit card will be displayed. However, you must complete the payment to download it.

Admit Card







**Bangladesh Coast Guard**  
E-12/B, Block-E, Sher-e-Bangla Nagar, Agargaon Administrative Area, Dhaka-1207, Bangladesh

**Admit card for the post of  
Photocopy Operator**

Roll: 252900003  
Name: Rishad  
Father's Name: Korimul Haque  
Mother's Name: Fahmida Khotun

**Instruction To The Candidates**

  
  
Candidate Signature  
  
Nasimul Ghani ( Secretary )



38. Now, click the "Applicant Copy" button. A prompt will appear asking for confirmation before the download begins.

Your Applied Jobs

SL	TITLE	APPLY DATE	PAYMENT STATUS	ADMIT CARD	ACTION
1	Sub-Assistant Engineer(Civil)	23 Mar 2025	PAID	  Applicant Copy	
2	Market Inspector	24 Mar 2025	EXPIRED	 Applicant Copy	
3	Store Assistant	27 Mar 2025	PAID	  Applicant Copy	
4	Draftsman	07 Apr 2025	PAID	  Applicant Copy	