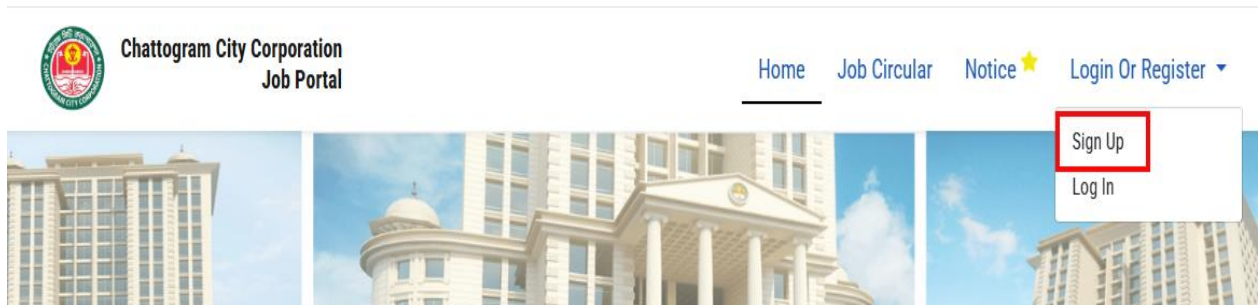


Candidate Manual

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



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

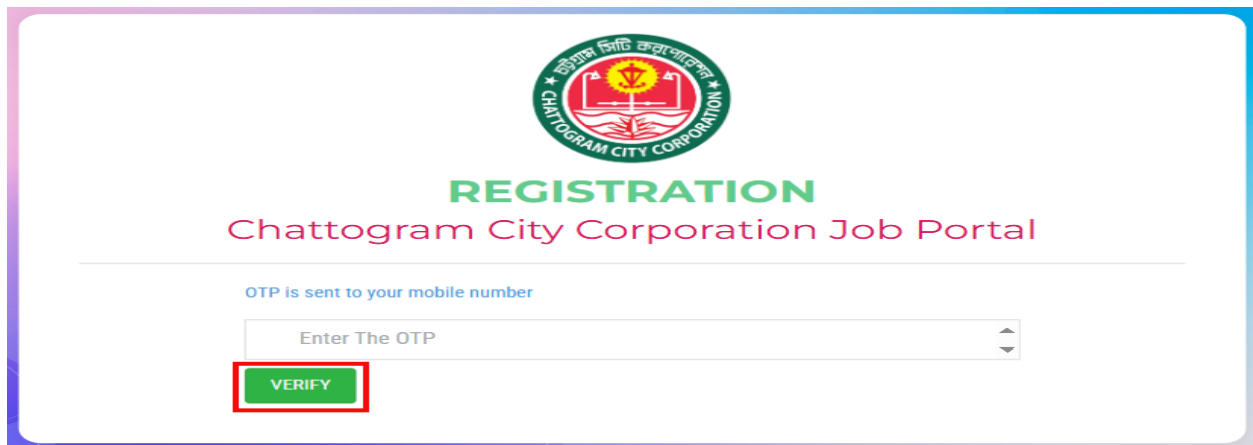
REGISTRATION

Welcome To Chattogram City Corporation
Job Portal

[Already Registered?](#)

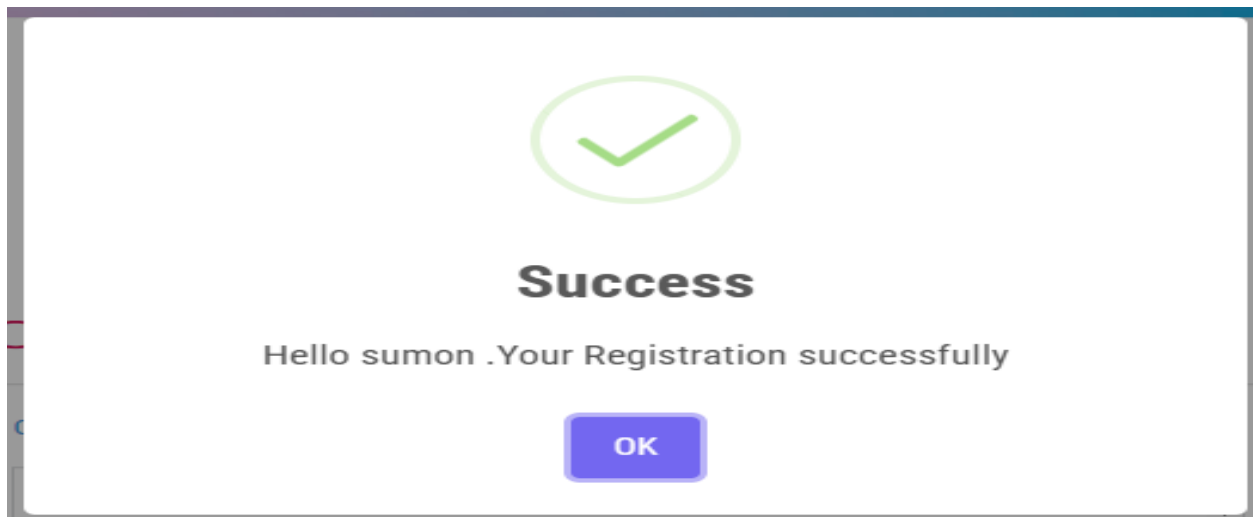
REGISTER

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

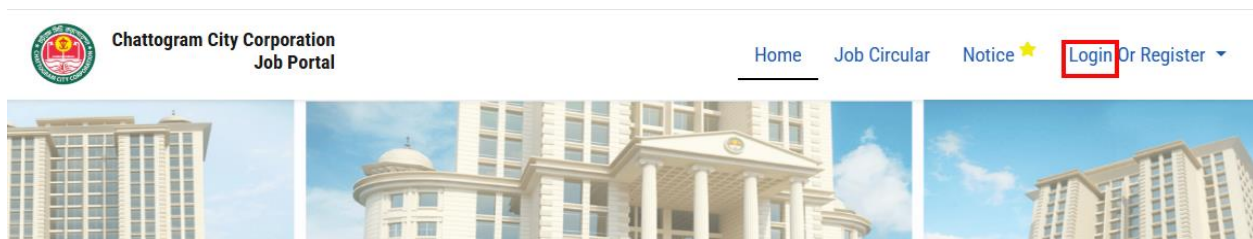


The image shows the registration page of the Chattogram City Corporation Job Portal. At the top is the logo of the corporation, which is a circular emblem with a book and a torch. Below the logo, the word "REGISTRATION" is written in green, and "Chattogram City Corporation Job Portal" is written in pink. A blue text message says "OTP is sent to your mobile number". Below this is a text input field with the placeholder "Enter The OTP". A green button labeled "VERIFY" is highlighted with a red border.

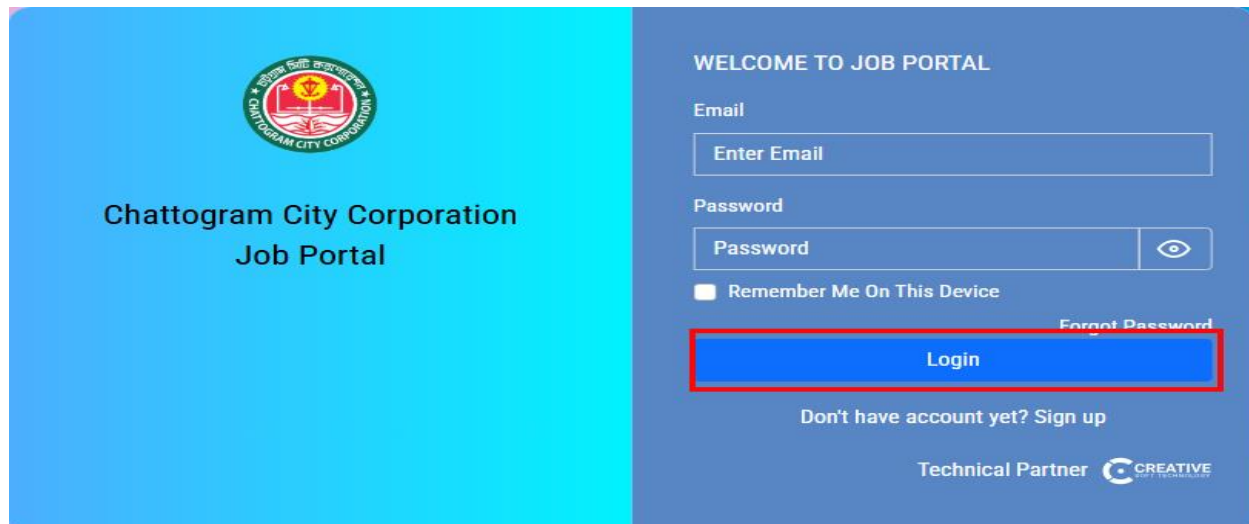
4. If the OTP is entered correctly, a success message will appear, and the registration process will be completed.



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.



WELCOME TO JOB PORTAL

Email

Enter Email

Password

Password

☐ Remember Me On This Device

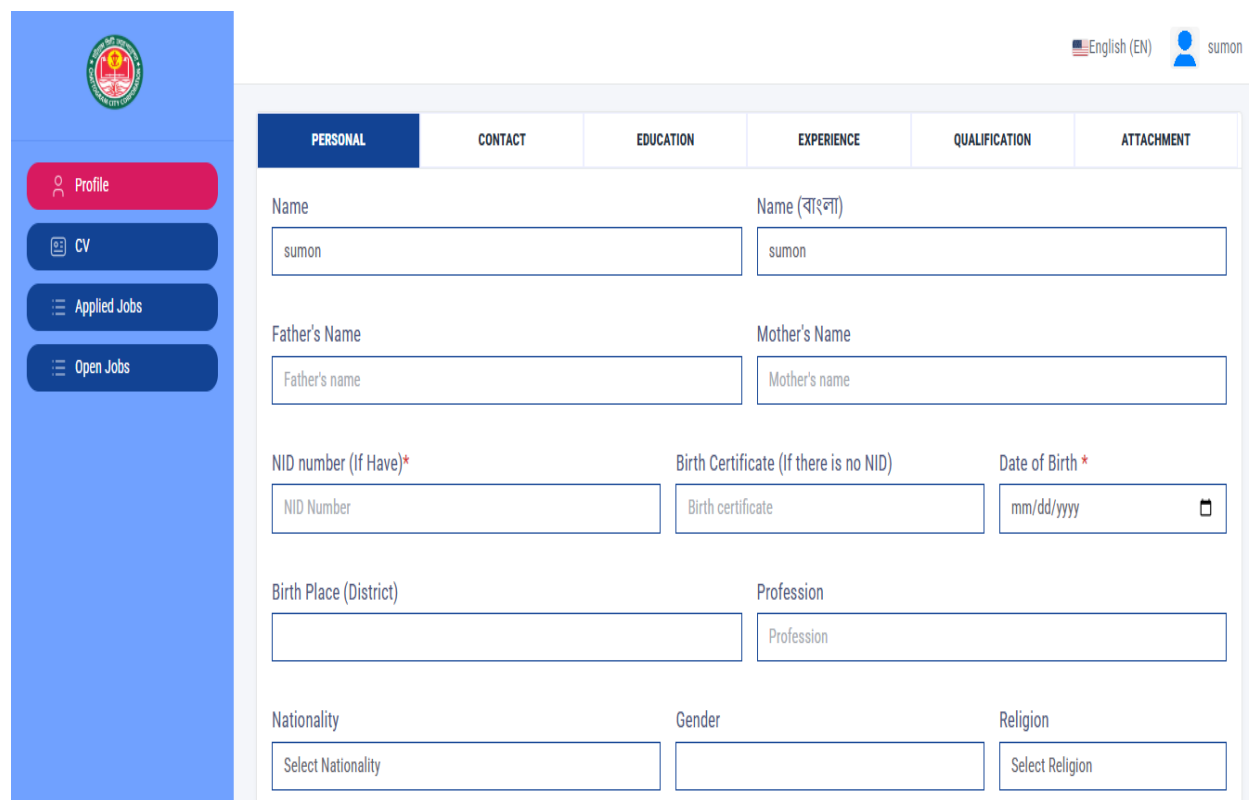
[Forgot Password](#)

Login

Don't have account yet? Sign up

Technical Partner 

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



English (EN)  sumon

PERSONAL CONTACT EDUCATION EXPERIENCE QUALIFICATION ATTACHMENT

Name Name (বাংলা)

sumon sumon

Father's Name Mother's Name

Father's name Mother's name

NID number (If Have)* Birth Certificate (If there is no NID) Date of Birth *

NID Number Birth certificate mm/dd/yyyy

Birth Place (District) Profession

Profession

Nationality Gender Religion

Select Nationality Select Religion

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

PERSONAL	CONTACT	EDUCATION	EXPERIENCE	QUALIFICATION	ATTACHMENT
Name		Name (বাংলা)			
sumon		sumon			
Father's Name		Mother's Name			
Father's name		Mother's name			
NID number (If Have)*		Birth Certificate (If there is no NID)		Date of Birth *	
NID Number		Birth certificate		mm/dd/yyyy	
Birth Place (District)		Profession			
		Profession			
Nationality		Gender		Religion	
Select Nationality				Select Religion	
Save					

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

PERSONAL	CONTACT	EDUCATION	EXPERIENCE	QUALIFICATION	ATTACHMENT
Mobile / Phone *		Email *			
01626447897		sumon@gmail.com			
Present Address					
District		Upazila			
Select District					
Home / Road No.		Village / Area Name			
Home / Road No.		Village / Area Name			
Union / Ward		Post Office		Post Code *	
Union / Ward		Post Office		Post Code	
Permanent Address					
☐ Same as present address					
District		Upazila			
Select District					
Home / Road No.		Village / Area Name			
Home / Road No.		Village / Area Name			
Union / Ward		Post Office		Post Code *	
Union / Ward		Post Office		Post Code	
Save					

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

English (EN)  sumon

PERSONAL CONTACT **EDUCATION** EXPERIENCE QUALIFICATION ATTACHMENT

+ Add New

Education List

SL	EXAM/DEGREE	RESULT/GRADE	MAJOR/GROUP	BOARD	INSTITUTE	PASSING YEAR	ACTION
----	-------------	--------------	-------------	-------	-----------	--------------	--------

Save

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.

ADD EDUCATION

Level of Education *
Select Education Level

Exam/Degree Title *
Select Exam

Roll No *
Please enter Roll No

Board *
Select Board

Institute Name *
Institute Name is Required

☐ This is a foreign institute

Result *
Select Result

Year of passing *
Select Year

Duration(years)

Achievement

Save Education Cancel

Save

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

English (EN)  sumon

PERSONAL CONTACT **EDUCATION** EXPERIENCE QUALIFICATION ATTACHMENT

+ Add New

Education List

SL	EXAM/DEGREE	RESULT/GRADE	MAJOR/GROUP	BOARD	INSTITUTE	PASSING YEAR	ACTION
----	-------------	--------------	-------------	-------	-----------	--------------	--------

Save

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.

Add Experience

Company Name *

Company name is required

Designation

Please enter Designation

Responsibilities

From

mm/dd/yyyy

To

mm/dd/yyyy

☐ Current Job

Save

Cancel

Save

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

PERSONALCONTACTEDUCATIONEXPERIENCEQUALIFICATIONATTACHMENT

IT Literacy

Please enter details

Training

Please enter details

Extracurricular Activities

Please enter details

Save

15. Next, click on "Attachment."

PERSONAL	CONTACT	EDUCATION	EXPERIENCE	QUALIFICATION	ATTACHMENT
Profile		Signature			
Drop Profile Image here...		Drop files here...			
Resume					
Drop Resume Here...					
					Save

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

PERSONAL	CONTACT	EDUCATION	EXPERIENCE	QUALIFICATION	ATTACHMENT
Profile		Signature			
Drop Profile Image here...		Drop files here...			
Resume					
Drop Resume Here...					
					Save

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



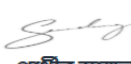
18. After clicking on "CV," a generated application form will appear, containing the information you provided in your profile.

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:	দি 2 ন 0 মা 0 স 1 ব 1 ং 9 স 9 র 9	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			

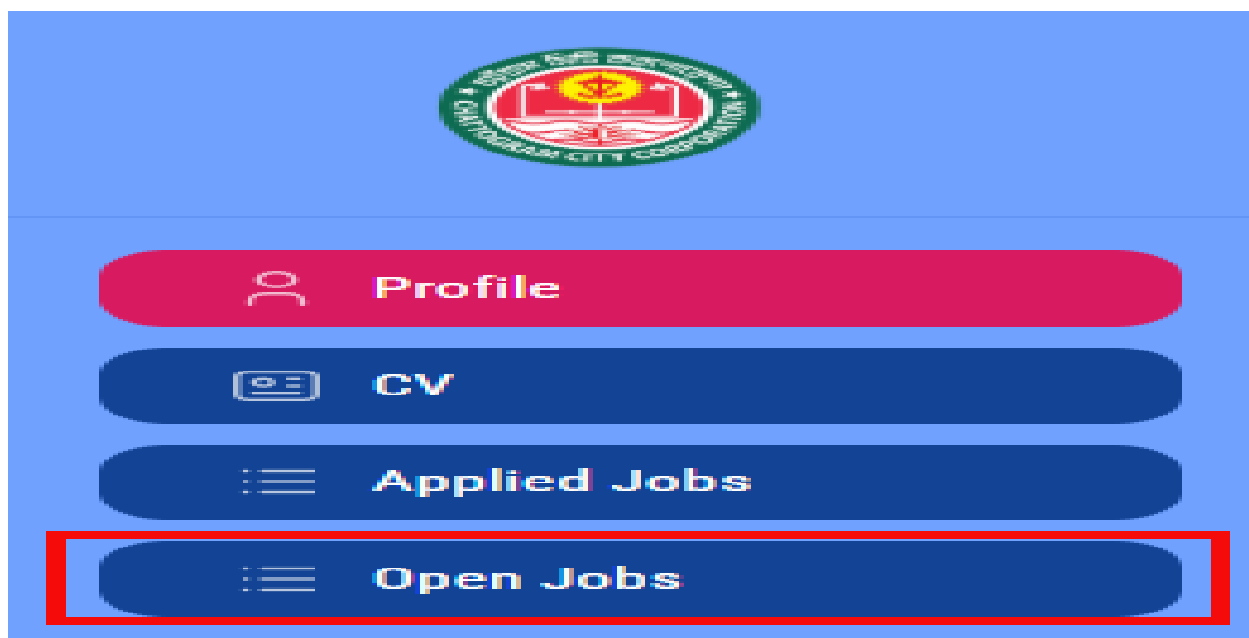
তারিখ:



প্রার্থীর স্বাক্ষর

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।

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.



Chattogram City Corporation
Job Portal

Home

Job Circular

Notice

Test User

চাকরি সমূহ

ক্রমিক নম্বর	চাকরির নাম	পিডিএফ ডাউনলোড	আবেদনের শেষ তারিখ	টাকার পরিমাণ	আবেদন করুন
1	সহকারী এস্টেট অফিসার পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
2	উপ-সহকারী প্রকৌশলী (পুর) পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
3	ড্রাফটসম্যান পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
4	ফোরম্যান পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
5	প্রটোকল সহকারী পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
6	স্টাট মুদ্রাস্থরিক কম্পিউটার অপারেটর পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন

21. To apply for a job, click on the button labeled in Bangla as "আবেদন করুন"

	Chattogram City Corporation Job Portal	Home	Job Circular	Notice 	Test User 
চাকরি সমূহ					
ক্রমিক নম্বর	চাকরির নাম	পিডিএফ ডাউনলোড	আবেদনের শেষ তারিখ	টাকার পরিমাণ	আবেদন করুন
1	সহকারী এস্টেট অফিসার পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
2	উপ-সহকারী প্রকৌশলী (পুর) পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
3	ড্রাফটসম্যান পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
4	ফোরম্যান পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
5	প্রটোকল সহকারী পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন
6	সাঁট মুদ্রাস্থরিক কম্পিউটার অপারেটর পদে আবেদন করুন		২০২৫-০৪-০৭ ০০:০০:০০	১০	আবেদন করুন

22. After clicking the "আবেদন করুন" 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

	Chattogram City Corporation Job Portal	Home	Job Circular	Notice 
Others Benefit				
Job Location				
চট্টগ্রাম সিটি কর্পোরেশন, নগর ভবন (অস্থায়ী) বাটালী হিল, টাইগারপাস, চট্টগ্রাম।				
APPLY NOW				

N.B : For Technical Support please Contact 01872121191 (9am-5pm)

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 *

Test User

Name (বাংলা) *

National Identity Card/Birth Certificate(One Required)

National ID *

12345678

Birth Certificate

Personal Information

Date of Birth *

01/01/2002

Place of Birth

Dhaka

Father's Name *

MR FARID Hossain

Mother's Name *

Salema AKHTER

Marital Status

Select Status

Present Address

District

CUMILLA

Upazila

MEGHNA

Home & Road No. *

3

Village/Ward/Area *

village01

Post Office *

Paksi

Post Code

6600

Permanent Address

☐ Same as present address

District

CUMILLA

Upazila

MEGHNA

Home & Road No. *

3

Village/Ward/Area *

village01

Post Office *

Paksi

Post Code

6600

Contact Details

Phone Number *

01672358391

Email *

test@gmail.com

Others Info

Nationality *

Bangladeshi

Gender *

Male

Religion *

Islam

Profession

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. Again click "Next".

Qualifications

IT Literacy

Test

Training

Test

Extracurricular Activities

Test

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

22688bedf2f3f649-user-18578-131389491_3510585385685822_3241532150433245438_n.jpg



Upload complete
tap to undo

Signature

er-18578-png-transparent-signature-signature-angle-text-monochrome-thumbnail.png



Upload complete
tap to undo

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
Chattogram City Corporation
Website: <https://ccc.gov.bd/>

Application Form (Applicant's Copy)

User Id: CCC-JOB-18578

Basic Information



Name Of Post : Draftsman

Name Of Applicant : Test User

Father's Name : MR FARID Hossain

Mother's Name : Salema AKHTER

Date Of Birth : 01 Jan 2002

Gender : Male

Quota : None

Marital Status :

National Id No : 12345678

Birth Registration No :

Religion : Islam

Contact Mobile No : 01672358391

Email : Test@Gmail.Com

Home District : CUMILLA

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



Chattogram City Corporation
চট্টগ্রাম সিটি কর্পোরেশন নগর ভবন (অস্থায়ী) বাটালী হিল, টাইগারপাস, চট্টগ্রাম।
**Payment For The Post for the post of
Draftsman**

Name:

Test User

Phone Number:

01672358391

Email:

test@gmail.com

Payment Amount:

10 BDT

Order Description:

Payment For The Position Of Draftsman



You Have To Pay Within 72 Hours From Application Time



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

CARDS

MOBILE BANKING

NET BANKING

Other Cards

Enter Card Number

MM/YY

CVC/CVV



Card Holder Name

☐ Save card & remember me

By checking this pay button you agree to our Terms of Service which is limited to facilitating your payment to jobcccgovbd.

 PAY 10.00 BDT

CARDS

MOBILE BANKING

NET BANKING

Please login to show your saved wallets

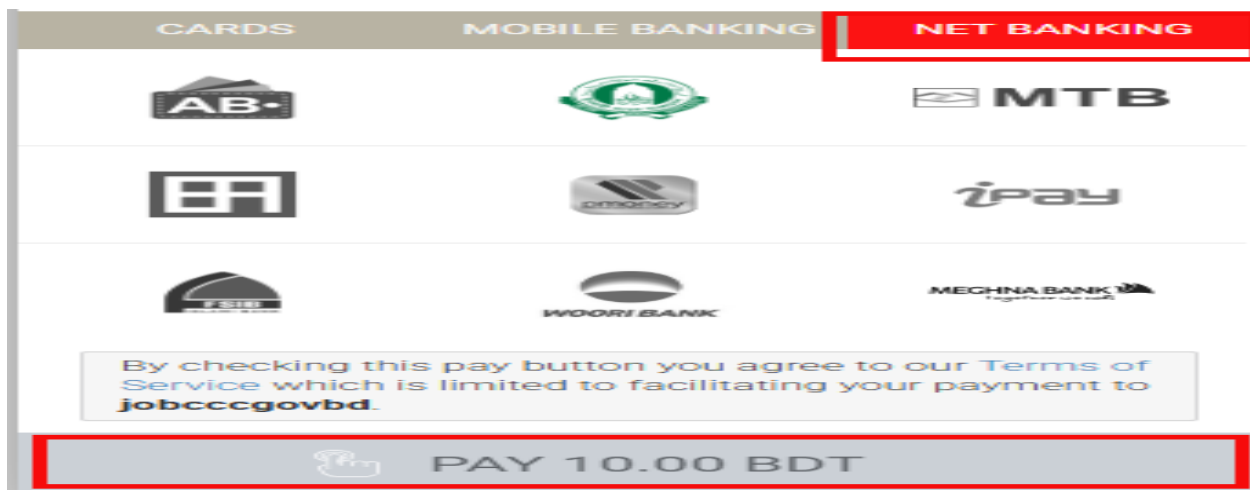






By checking this pay button you agree to our Terms of Service which is limited to facilitating your payment to jobcccgovbd.

 PAY 10.00 BDT



31. Now, click on the "Applied Jobs" section.



32. 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	Cancel
3	Store Assistant	27 Mar 2025	PAID	Applicant Copy	
4	Draftsman	07 Apr 2025	PAID	Applicant Copy	

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



Chattogram City Corporation
Nagar Bhaban, Batali Hill, Tigerpass, Chattogram

**Admit card for the post of
Store Assistant**

Roll: 251900001
Name: Test User
Father's Name: MR FARID Hossain
Mother's Name: Salema AKHTER

Instruction To The Candidates





Candidate Signature


Mohammad Ashraful Amin (Secretary (Deputy Secretary))

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