

Curriculum Vitae of Md. Emdadul Hoque



Name : Md. Emdadul Hoque
Date of Birth : 24th April 1959
Permanent Address : Village: Khalisha Bortha, Post Office: Kaultia
Upa-Zila: Gazipur Sadar, District: Gazipur, Bangladesh
Nationality : Bangladeshi
Father's Name : (Late) Md. Tahej Uddin
Mother's Name : (Late) Joygun Nessa

Educational Qualifications:

Sl.	Examinations	University/Board	Passing year
1	Bachelor of Legal Laws (L-L.B.)	University of Dhaka	1987
2	Master of Arts (Library Science) (M.A.)	University of Dhaka	1982
3	Bachelor of Science (Biology) (B.Sc.)	University of Dhaka	1979
4	Higher Secondary School Certificate (H.S.C.)	Dhaka Board	1977
5	Secondary School Certificate (S.S.C.)	Dhaka Board	1975

Experiences:

Institutions/ Organizations	Designation	From date	To
Atomic Energy Centre, Dhaka	Assistant Librarian	22/02/1984	20/08/1989
City Law College, Dhaka	Part Time Librarian	01/11/1985	31/12/1990
BCS Administration Academy	Librarian	20/08/1989	04/03/2014
BCS Administration Academy	Senior Librarian	05/03/2014	23/04/2018
Retired on 24/04/2018			

Training of Trainers Course:

Sl.	Title of the Training	Institute	From date	To date
1	Training of Trainers Course	Bangladesh Society for Training & Development	11.11.1996	12.12.1996
2	Training of Trainers Course	Bangladesh Institute of Administration & Management	12.04.1997	15.04.1997
3	TOT on PCP & PP	BCS Academy & BIAM	26.07.1999	28.07.1999
4	TOT on Financial Management	BCS Academy, BIAM & BHDC	16.08.1999	19.08.1999
5	TOT on Disaster Management	Bangladesh Academy for Rural Development (BARD) Sponsored by CDMP	26.04.2009	30.04.2009
6	Contributed as a Resource person	Bangladesh Civil Service Administration Academy jointly Organized by BCSAA & CDMP	18.12.2009	19.12.2009

Trainings on Computer:

Sl.	Title of the Training	Institute	From date	To date
1	IBM 5280 Dual Data Entry System	Atomic Energy Research Establishment, Savar	22.12.1985	13.01.1986
2	Fundamentals of BASIC Programming	Bangladesh Atomic Energy Commission, Dhaka	13.05.1989	31.05.1989
3	CDS / ISIS	Info Serve, Dhaka	01.01.1995	31.01.1995
4	Course on DOS, Windows, MS-Word, MS-Excel	Bangladesh Institute of Administration & Management	01.06.1998	08.08.1998
5	Essential Computer Skill for the e-World	CMC Limited Under Colombo Plan, New Delhi, India	08.07.2002	16.08.2002
6	Web-based literature search	Dissemination & Information Science Division, ICDDR.B	26.06.20004	26.06.2004
7	Use and Application of WINISIS	Centre on Integrated Rural Development for Asia and the Pacific	16.08.2004	22.08.2004
8	Knowledge Management & Digitization (Workshop)	Organized by UN Information Centre (UNIC) & The University of Liberal Arts Bangladesh (ULAB)	28.11.2008	28.11.2008

Training on Different Fields:

Sl.	Title of the Training	Institute	From date	To date
1	Foundation Training Course	Bangladesh Public Administration training center, Savar	18.04.1992	17.08.1992
2	Rural Development	Bangladesh Academy for Rural Development, Comilla	04.07.1992	09.07.1992
3	Training Development Program for Government Employees	Korea International Cooperation Agency (KOICA), Seoul, Korea	14.04.2002	26.04.2002
4	Training on Anti-Corruption & Openness	Korea International Cooperation Agency (KOICA), Conducted by KMAC, Seoul, Korea	18.09.2008	17.10.2008
5	Strategic Planning and Project Management	Asian Institute of Technology (AIT), Thailand	09.07.2012	03.08.2012
6	Intermediate Course on Public Administration and Public Finance	Bangladesh Civil Service Administration Academy & Graduate School of Economics, Yamaguchi University, Japan	11.02.2013	20.02.2013

Training on Gender:

Sl.	Title of the Training	Institute	From date	To date
01	Gender And development Training Course	BCS Academy & capacity Building for Gender Mainstreaming Project, MWACA	24.04.2005	28.04.2005
02	TOT Course on Gender and Development (GAD)	BCS Administration Academy and CBGM, P	14.11.2005	27.11.2005

Publications:

Sl.	Title	Published in	Year of Publication
1	Definition of Library: An ambiguity	Granthagar Parikrama	Vol. 13, No. 1, 1987
2	Govt. Departmental Libraries	Weekly Independent	Nov.15,1996
3	Role of Library in preparing the Enlighten Man	Community Development Library Bulletin	Vol.15, March,2003
4	Information Services to the Bureaucrats; In the context of BCS Administration Academy Library	Bangladesh Journal of Administration & Development	Vol.9, 2002-2003
5	Audit Objection & It's mitigation Rules & Regulations (Book in Bengali)	Dhaka: MM Al- Faruque	2003
6	Corruption is the major barrier for Development (Bangla)	Weekly Robbar	Vol.26, March 28, 2004
7	Role of Public Library against Degeneration of Moral Values	Muhammad Zillur Rahman (ed.)	Dhaka: Biswa Parichoi, 2004
8	Khalisha Bortha in Liberation War (In bengali)	Liberation & National Day Publication.	Gazipur: Annual Publication by the Officers Forum of Gazipur District, 2004
9	Tsunami: A general discussion (In Bengali)	Weekly Robbar	Vol.27, Feb. 13, 2005
10	Role of Library in Development of Education (In Bengali)	S'aadat Ali (ed.)	Dhaka: Biswa Parichay, 2005
11	Humanitarian Ranada Prasad Shaha (In Bengali)	Weekly Robbar	Vol. 28, May 21, 2006
12	Conducted Research- "Study on how the Positive Effects of Law Can Change Women's Lives and How Negative Results Affect Them".	Submitted to CBGM, P M/O-MOWCA.	BCS Administration Academy, June, 2006
13	Muslim Law	A Compendium for Law & Administration Course	Dhaka: BCS Administration Academy, 2007
14	Hindu Law	A Compendium for Law & Administration Course	Dhaka: BCS Administration Academy, 2007
15	Transfer of property Act, 1882/ 2004	A Compendium for Law & Administration Course	Dhaka: BCS Administration Academy, 2007
16	Muslim Law of Inheritance	A Compendium for Law & Administration Course	Dhaka: BCS Administration Academy, 2007
17	Marriage & Divorce according to Muslim Law: A general Discussion	Liberation & National Day Publication.	Gazipur: Annual Publication by the Officers Forum of Gazipur District, 2008.
18	Transparency, Openness and Civil Service Ethics	The Project for Developing the capacity of the Bangladesh Civil Service Administration Academy and Strengthening Capacity of Public Sector Through Training	Seoul; Korea: KOICA & KMAC, 2009.

Job Assignments:

Sl.	Responsibilities
1	Conducted training sessions (classes) regularly in every courses (On Personal Laws (Muslim law, Hindu law), Transfer of property Act, Limitation Act, Nari O Shishu Nirjatan Doman Ain, Specific Relief Act and Environmental Conservation Act) run by the Academy
2	Worked as Course Coordinator in different courses run by the Academy
3	Worked as Course Coordinator in different courses run by the Academy
4	Worked as Module In-charge in Academy's Modules
5	Provided Documentation services, Reference services and Selective Dissemination of Information Services to the library users through electronically and manually.
6	Procured and preserved of books, journals, audio-visual materials, news papers and other library materials
7	Library management and Library administration
8	Member-secretary, Library Committee
9	Supervised the Cataloguing and Classification of Library materials
10	Worked with all the publications of the Academy

Organizing Capabilities:

Sl	Title	Remarks
1	Designing Training Programs	
2	Development of Training Curriculum	
3	Preparation of Budget for any Training Program	
4	Orange Seminars	National & Institutional Seminars
5	Organizing Workshops	
6	Preparing Bibliography and References for Books & Journals	Harvard, APA, ISO, Vancouver and UNESCO System

Society Membership : a) Bangladesh Human Development Centre
b) Bangladesh Association of Librarians and Documentalist (BALID)
c) Library Association of Bangladesh

Referees:

Mr. M Abdul Aziz (Retired)	Former cabinet Secretary to the Govt. of Bangladesh	+88- 01755-584747 (Cell) e-mail: aziz_ndc@yahoo.com.sg
Dr. Kamal Uddin Ahmed	Member National Human Rights Commission Bangladesh	Phone: 88-02-55013715 Fax: 55013714 E-mail: ftm@nhrc.org.bd Personal: +88-01769-141516 (Cell) e-mail: knz2005@gmail.com
Dr. Pear Mohammad	Additional Secretary to the Govt. of Bangladesh Economic Relations Division	Wing Chief, Room#27, Block#15, +88-01711903603 e-mail : addlsecy-faba@erd.gov.bd Personal: pear.mohammad10@gmail.com



Md. Emdadul Hoque
Senior Librarian (Retired)
Bangladesh Civil Service Administration Academy
Shahbag, Dhaka-1000
Telephone : 01818480439 (Cell)
E-mail: & mh41323@gmail.com & emdadgazi@yahoo.com