



EAST WEST UNIVERSITY

PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT
PERMANENT SANAD HOLDER
A/2 Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Vacancy Announcement

1. Registration Officer – 01

Qualification: The candidate having master's degree from a reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. Must have good drafting skill in both Bangla and English. Computer skill in MS Office applications, data management/processing and Internet is essential with minimum typing speed in English-30 wpm and in Bangla-20 wpm.

Experience: Minimum 03 (three) years of practical experience in any public/private universities dealing with academic administrative matters preferably in Registrar's Office.

Age Limit: Maximum 35 years.

2. Lab Officer (Physics Lab) – 01

Qualification: Candidate should have M.Sc. with B.Sc. (Hons.) in Physics/Applied Physics from a reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. The candidate with diploma/training in computer applications will be preferred.

Experience: Minimum 02 (two) years of practical experience in maintaining Lab/relevant areas will be given preference.

Age Limit: Maximum 35 years.

3. ICS Officer – 01

Qualification: Candidate should have M.Sc. with B.Sc. (Hons.) in Computer Science & Engineering or relevant field from a reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations.

Experience: Minimum 5 (five) years of practical experience in relevant areas including user support, network infrastructure installation, troubleshooting & maintenance etc. will be essential.

Age Limit: Maximum 35 years.

4. Front Desk Officer – 01

Qualifications: Master's degree in any discipline from a reputable University. At least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all the examinations. Computer skill in MS Office applications, data management/processing and Internet is essential. He/she should possess good command in English, strong interpersonal relationship skills and flexible to work in a variety of situations.

Experience: Minimum 02 (two) years of practical experience as Front Desk Officer/Executive will be given preference.

Age Limit: Maximum 30 years.

5. Electrician – 01

Qualifications: SSC with 02 years Electrical Trade Course Certification. Minimum 02 (two) years of practical experience as an Electrician in a large building/industry/Hotel/Hospital or any reputed organization. ABC License holder will be preferred.

Age Limit: Maximum 30 years.

- Only short-listed candidates will be invited for next selection process.
- Those who applied earlier for Lab Officer (Physics Lab) position need not to apply further.

Please apply through the university website link **jobs.ewubd.edu** or to the Chief of HR & Logistics, East West University, Plot: A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212.

Application Deadline: 08 June 2022