



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

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## **Vacancy Announcement**

### **1. Deputy Director, Students' Welfare and Career Counseling Center - (01 post)**

**Qualification:** Master's degree from a reputable university with no third class/division in any examinations. The degrees in management/economics/business will be preferred. S/he should have good communication skill in English and Bangla with ability to use a computer.

**Experience:** Minimum 12 (twelve) years' experience in a senior mid-level administrative position in Govt./Semi Govt./Private organizations/Universities. Preference will be given to candidates having experience in soft skills training and student development.

**Age:** Below 45 years.

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### **2. Departmental Officer - (01 post)**

**Qualification:** 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. Must have good drafting skill in both English and Bengali. Computer skill in office application package, data management/processing and Internet is essential with minimum typing speed in English-30 wpm and in Bangla-20 wpm. He/she should possess good command in English, strong interpersonal relationship skills and flexible to work in a variety of situations.

**Experience:** 01-02 year(s) of practical experience in any private university will be given preference.

**Age:** Maximum 35 years.

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### **3. Lab Officer (Pharmacy) - (01 post)**

**Qualification:** Master's degree in Pharmacy/Biochemistry/Microbiology/Genetic Engineering & Biotechnology/related disciplines from a reputed University with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. A candidate with a B. Pharm degree will be preferred.

**Experience:** 01-02 year(s) of practical experience in maintaining Pharmacy/Biochemistry/Chemistry lab equipment and in assisting lab experiments will be given preference.

**Age:** Maximum 35 years.

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#### **4. ICS Officer – (01 post)**

**Qualification:** Candidate should have minimum B.Sc. in CSE/IT/ICE or equivalent field from a reputable university with at least 2<sup>nd</sup> Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations.

**Experience:** Minimum 03 (three) years of practical experience in relevant areas including user support, network infrastructure installation, troubleshooting & maintenance etc. will be essential.

**Age:** Maximum 35 years.

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#### **5. Assistant Engineer (Civil) - (01 post)**

**Qualification:** B.Sc. in Civil Engineering from any recognized university. Must have at least 2<sup>nd</sup> Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. Knowledge in Computer applications particularly, AUTO CAD, MS Office are required. Should have practical experience in construction and supervision of civil works.

**Experience:** Minimum 01 (one) year experience in construction and supervision of civil works, estimating and bill preparing of civil works.

**Age:** Maximum 32 years. For exceptionally qualified candidates, age limit may be relaxed.

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#### **6. Sub-Assistant Engineer (Civil) - (02 posts)**

**Qualification:** Diploma in Civil Engineering from any recognized institution. Must have at least 2<sup>nd</sup> Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all the examinations. Knowledge in Computer applications particularly, AUTO CAD, MS Office are required.

**Experience:** Minimum 03 (three) years' experience in construction and supervision of civil works, estimating and bill preparing of civil works.

**Age:** Maximum 30 years.

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#### **7. Fire Technician - (01 post)**

**Qualification:** SSC with relevant trade certificate.

**Experience:** Minimum 01 (one) year experience in operation and maintenance of central firefighting, voice communication, alarm, and rescue systems.

**Age:** Maximum 30 years.

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Salary and benefits commensurate with qualification and experience.

Only short-listed candidates will be invited for next selection process.

Please apply through East West University website link [jobs.ewubd.edu](http://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: 03 October 2022**