



**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. Medical Officer: (01)**

**Qualifications:** MBBS Degree from a recognized Medical College/University with Bangladesh Medical and Dental Association Registration as a Medical Practitioner. Should be able to handle any emergency of any students/teachers/staff of the university. He/she should have a pleasing personality and a good interpersonal relationship skill and flexible to work in a roster/shifting duty.

**Experience:** Minimum 10 years experiences in Medical Hospital/Medical Center/Clinic/Institute or University.

**Age:** Maximum 55 years.

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

**Qualification:** Master's degree from a reputable university with no third class/division in any examinations. 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 Limit:** Maximum 45 years. For exceptionally qualified candidates, age limit may be relaxed.

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### **3. Departmental Officer: (02)**

**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 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:** At least 01 (one) year experience of administrative works in any private university will be preferred.

**Age:** Maximum 35 years.

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#### **4. Assistant Procurement Officer: (01)**

**Qualifications:** Master's degree in any discipline. At least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in all examinations. Must have good drafting skill in both English and Bengali. Computer skill in office application package, 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:** At least 02 (two) years experiences in procurement section/department in a reputable organization. He/she should have knowledge on Procurement related rules, regulations, practices and procedures of the country.

**Age:** Maximum 35 years.

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#### **5. Library Circulation Officer (01)**

**Qualifications:** The applicant should have MA/MSS with BA/BSS (Hons.) in Information Science/Studies and Library Management from any reputable university with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in all examinations. He/she should possess IT skills, knowledge of modern library software and metadata standards, good command in English, strong interpersonal relationship skills and should be available for shifting/roster duty and flexible to work in a variety of situations. Candidates with professional membership will be preferred.

**Age:** Maximum 35 years.

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#### **6. Business Analyst-cum-Software Quality Analyst (01)**

**Qualifications:** B.Sc. in Computer Science & Engineering from a reputable university. S/he must possess strong analytical skills, communications skills, skills in technical documentation, planning, organization, and high-quality presentation etc. Also, the candidate must have good skills in Microsoft Project, Visio, PowerPoint, any software prototyping tools and software testing tools and additionally MS SQL Server.

**Experience:** At least 02 (two) years' experience in software testing and business analysis in a reputable organization.

**Age:** Maximum 35 years.

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#### **7. Sub-Assistant Engineer (Electrical) (01)**

**Qualifications:** Diploma in Electrical Engineering.

**Experience:** Minimum 02 (two) years. Preferred experience in diagnostics and maintenance of all electrical equipment's, switchgear, HT and LT Panel; Control Panels; Electrical Equipment, instruments.

**Age:** Maximum 35 years.

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## **8. Electrician (01)**

**Qualifications:** SSC with 02 years Electrical Trade Course Certification. 07 years' experience as an Electrician in a large building/industry/Hotel/Hospital or any reputed organization. ABC License holder will be preferred.

**Age:** Maximum 35 years.

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

**Application Deadline: 09 May 2021**