



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

---

## **Vacancy Announcement**

### **1. University Engineer (Mechanical) (01)**

**Qualification:**

- Minimum B.Sc. in Mechanical Engineering from a recognized university.
- At least 2nd Division/Class/CGPA-3.00 out of 5.00 or 2.50 out of 4.00 in the examinations.

**Experience:** Minimum 12 (twelve) years professional experience. Must have experience in maintenance of HVAC (specially water-cooled HVAC) system. Experiences on maintenance of fire detection and suppression system and lifts is also desirable. The applicant should possess strong interpersonal relationship skills and flexible to work in a variety of situations.

**Age Limit:** Minimum 35 years.

---

### **2. Departmental Officer (03)**

**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:** Should have 01-02 years experiences in any private university will be preferred.

**Age Limit:** Maximum 35 years.

---

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

**Qualification:** Master's degree in Pharmacy/Biochemistry/Zoology/Botany/GEB/related disciplines from a reputed University with at least 2nd Division/Class/CGPA-3 out of 5 or 2.5 out of 4 in the examinations. A candidate with a B. Pharm degree and a diploma/training in computer applications will be preferred.

**Experience:** Should have 01-02 years of practical experience in maintaining pharmacy/biochemistry/chemistry lab equipment and in assisting lab experiments will be given preference.

**Age Limit:** Maximum 35 years.

---

#### **4. Lab Officer (Physics Lab) (01)**

**Qualification:** Candidate should have MSc with BSc (Hons.) in Physics/Applied Physics 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 the examinations. The candidate with diploma/training in computer applications will be preferred.

**Experience:** Should have 01-02 years practical experiences in maintaining Lab/relevant areas will be given preference.

**Age Limit:** Maximum 35 years.

---

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

**Qualifications:** The applicant should have MA/MSS with BA/BSS (Hons.) in Information Science/Studies and Library Management 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 the 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 Limit:** Maximum 35 years.

---

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

**Qualifications:**

- Minimum Diploma in Electrical Engineering from a recognized Polytechnic institution.
- Minimum 5 (five) years' experiences in direct field job is required for applicants with diploma degree.
- Hands on experience in maintenance of electrical installation in large buildings and electrical sub-station will be preferred.

**Age Limit:** Maximum 35 years.

---

#### **7. Electrician (01)**

**Qualifications:** SSC with 02 years Electrical Trade Course Certification. Minimum 05 years' experience as an Electrician in a large building/industry/Hotel/Hospital or any reputed organization. ABC License holder will be preferred.

**Age Limit:** 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: 17 October 2021**