



Office of the Registrar

Vacancy Announcement

11 October 2023

Applications are invited from qualified candidates for immediate appointment in the following positions:

Sl.	Position	Office/ Department
01.	Lecturer	CSE (2), Civil Engg.(2), EEE (3) and Law (1)
02.	Senior Lecturer	CSE (1), EEE (02, one for Physics) and English Language & Literature (1)
03.	Assistant Professor	CSE (1), Civil Engg.(1) and English Language & Literature (1)
04.	Counselor	Office of the Registrar
05.	Marketing Officer	Office of the Registrar
06.	Lab Assistant	EEE (1), Civil (1)
07.	Receptionist	Office of the Registrar

Salary and Benefits: As per policy

Sl.	Position	Initial Gross Salary
01.	Lecturer	Taka 30,375 Only per month
02.	Senior Lecturer	Taka 36,900 Only per month
03.	Assistant Professor	Taka 44,150 Only per month
04.	Counselor	Taka 20,950 Only per month
05.	Marketing Officer	Salary Negotiable
06.	Lab Assistant	Taka 15,500 only per month
07.	Receptionist	Taka 15,500 only per month

Mandatory Requirements for any positions:

1. CGPA less than 2.5 / 3rd Division at any level will not be eligible for any position mentioned above.
2. Computer literacy in MS Word (both in Bengali and English), Excel, Power Point, data processing, and internet browsing is mandatory.
3. Applicants must be able to communicate clearly, both in writing and orally.
4. He or she must have a dynamic personality and a high level of understanding about organizational life.
5. He or she must be an attentive listener, able to follow instructions, responsive to management direction, and able to improve performance through management feedback.
6. He or she must have the ability to take dictation from the reporting authority.

Academic & Professional Qualification:

01. Lecturer:

<u>1. Faculty of Science and Technology</u>			
Sl.	Degree	Class/CGPA/GPA	
01.	Bachelor	Class/CGPA	1 st Class/ 3.40 out of 4.00
02.	HSC/Equivalent and SSC/ Equivalent	GPA	4.50 out of 5.00
M.Sc. Preferable			
<u>2. Faculty of Liberal Arts and Human Science</u>			
Sl.	Degree	Class/CGPA/GPA	
01.	Bachelor and Master Degree	Class/CGPA	1 st Class/ 3.25 out of 4.00
02.	HSC/Equivalent and SSC/ Equivalent	GPA	4.50 out of 5.00

02. Senior Lecturer:

A master degree in the relevant field from a reputed university with three years of active teaching experience at the university or a master degree from a reputed foreign university with at least one year of teaching experience is a minimum requirement. (With the academic qualifications of the lecturer stated above.)

Publications: At least one publication in a standard-reviewed journal is required.

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11.10.2023



Office of the Registrar

03. Assistant Professor:

Ph.D. or Master Degree in the relevant field from a reputed university with five years of active teaching experience at the university level, of which at least two years as a senior lecturer. (With the academic qualifications of the lecturer and senior lecturer stated above.)

Publications: Two articles in any standard-reviewed journal are required.

04. Counselor:

The candidates must have a master degree from any recognized university and at least five years of working experience in administration or its equivalent. Job experience in the admissions and information department or section of educational institutions will be considered an additional qualification. The candidate's age will be a maximum of 35 years.

05. Marketing Officer:

The candidates must have a master degree from any recognized university and at least five years of working experience in marketing, public relations, promotion, and branding-related work. Job experience at a private university or other educational institute is preferable.

06. Lab Assistant (EEE & Civil Engg.):

A diploma in a relevant field from any recognized institute or college. Experience as a lab assistant at any educational institution will be considered an additional qualification. The candidate's age will be a maximum of 30 years (in the case of the son or daughter of freedom fighters, the age will be a maximum of 32 years) at the time of application.

07. Receptionist:

The candidates must have a bachelor's degree from any recognized university. The candidates should be responsible for greeting students, guardians, and officials. Excellent written and verbal communication skills are needed. An experienced candidate will be preferable. The candidate's age will be a maximum of 30 years (in the case of the son or daughter of freedom fighters, the age will be a maximum of 32 years) at the time of application.

Attention:

1. Applicants are advised to download the prescribed CV from our website and send a soft copy with the application to the following email address. registrar.nwu@gmail.com
2. Two copies of Passport-size Photographs and attested copies of all Certificates, Testimonials, Experience Certificate and National ID card must be attached.
3. Applications with CV addressed to the Registrar must reach the Office of the undersigned on or before 03.00 PM, 31 October 2023. The name of the Post applied for must be mentioned on the top of the Envelope.
4. A bank draft or pay order worth Tk. 400 for the post of Lecturer, Sr. Lecturer and Assistant Professor, Tk. 300 for the post of counselor and marketing officer, and Tk. 200 for the post of Lab Assistant and Receptionist drawn in favor of North Western University must be attached.
5. No TA or DA is admissible for attending the selection board.
6. Any incomplete or defective application will be considered invalid.
7. Only short listed candidates will be called for interview.
8. No candidate can apply for more than one position.
9. North Western University reserves the right to accept or reject any application.

Website: www.nwu.edu.bd Facebook Page: www.facebook.com/nwu.edu.bd

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11.10.2023
Prof. Md. Tabibur Rahman
Registrar
North Western University
Khulna, Bangladesh