



Office of the Registrar

09 May 2023

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

Sl.	Position	Office/ Department and number of Vacancy
01.	Director (F & A)	Finance & Accounts (01)
02.	Deputy Director (F & A)	Finance & Accounts (01)
03.	Lecturer	CSE (03), EEE (03), Civil Engg. (02)

Salary and Benefits: As Per Policy

Sl.	Position	Initial Gross Salary
01.	Director (F & A)	Salary Negotiable
02.	Deputy Director (F & A)	Salary Negotiable
03.	Lecturer	Taka 30, 375 Only per month

Mandatory Requirements for any positions:

1. CGPA less than 2.5/ 3rd Division at any level shall not be eligible for any position.
2. Computer Literacy in MS Windows, MS Word (Both Bangla and English Typing), Excel, Power Point, Data Processing and Internet Browsing is mandatory.
3. Applicants must be able to communicate clearly both in written and oral, medium as to communicate with Administration.
4. He/ She must have Dynamic Personality and High Level of Understanding about Organizational Life.
5. He/ She must be attentive Listener, able to follow instructions, responsive to management direction and must be able to improve performance through management feedback.
6. He/ She must have ability to take dictation from the Reporting Authority.

Academic Qualifications & Professional Experiences:

01. Director (Finance & Accounts):

The candidate must have a Bachelor Degree in Accounting or Finance along with a Master Degree from any recognized University and at least 10 (Ten) years working experience in the Finance/ Budget/ Accounts Division of any recognized organization out of which at least 05(five) years as a Deputy Director (F & A). Experience in private university is preferable and also Academic Affairs/CA-CC will be considered as additional qualification.

02. Deputy Director (Finance & Accounts):

The candidates must have a Bachelor Degree in Accounting or Finance along with a Master Degree from any recognized University and at least 10 (Ten) years' experience in the Finance/ Budget/ Accounts Division of any recognized Organization out of which at least 05(Five) years as an Assistant Director (F & A). Experience in Academic Affairs/CA-CC will be considered as additional qualification.



North Western University

Committed to World Class Education

Office of the Registrar

03. Lecturer:

<u>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			

Attention:

1. Applicants are advised to send a soft copy of their CV mentioning the post title in MS Word format 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. CV with complete applications of the candidate, addressed to the Registrar must reach the office of the undersigned on or before 03.00 PM, 30 May 2023. The name of the candidate and the post applied for must be mentioned on the top of the envelope.
4. A Bank draft/ Pay Order worth Tk. 500 for the post of Director (F&A) and Tk. 300 for the post Deputy Director (F &A), & Lecturer drawn in favor of North Western University must be attached.
5. Any incomplete / defective application will be considered invalid.
6. Only short listed candidates will be called for interview.
7. Any candidate can apply for more than one position by no mean.
8. No TA / DA are admissible for attending the Selection Board.
9. North Western University reserves the right to accept or reject any application.

Note: Details of Salary & Benefits, Academic Qualifications and Professional Experiences for the above-mentioned Positions are available at the Website and the Facebook Page of North Western University.

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

Sd/-
Registrar
North Western University
Khulna, Bangladesh