



Office of the Registrar

NWU/Reg./JobCircular/2021/1859

10 November 2021

## Vacancy Announcement

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

Sl.	Position	Name of Office
01.	Assistant Registrar	Office of the Registrar
02.	Assistant Director	Office of the Finance and Accounts
03.	Section Officer	Office of the Registrar
04.	Section Officer	Office of the Controller of Examinations
05.	Counsellor	Office of the Registrar
06.	Office Assistant cum Computer Operator	Office of the Registrar
07.	Receptionist	Office of the Registrar
08.	Graphics Designer cum Hardware Technician	Office of the Registrar
09.	Assistant Electrician	Office of the Registrar
10.	MLSS	Office of the Registrar

### Salary and Benefits:

1. Assistant Registrar/ Assistant Director: Initial Gross Salary- Taka 28,200 only per month.
2. Section Officer: Initial Gross Salary- Taka 26,750 only per month.
3. Counsellor: Initial Gross Salary- Taka 20,950 only per month.
4. Office Assistant cum Computer Operator/ Receptionist/ Graphics Designer cum Hardware Technician: Initial Gross Salary- Taka 15,500 only per month.
5. Assistant Electrician/MLSS: Initial Gross Salary- Taka 12,500 only per month.

### Mandatory Requirements for Positions: 01 to 08

1. CGPA less than 2.5/ 3<sup>rd</sup> 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 are mandatory.
3. Must be able to communicate clearly both in written and oral, as to communicate with Administration.
4. Attentive Listener, Dynamic Personality and High Level of Understanding about Organizational Life.
5. Able to follow instructions, responsive to management direction and must be able to improve performance through management feedback.
6. Ability to take dictation from Reporting Authority.

### Academic & Professional Qualification:

**01. Assistant Registrar:** The candidates must have a Master degree from any recognized University and at least 3 (three) years working experience in Administration or its equivalent. Experience in Establishment, Management, Academic Affairs will be given preference. Experience might be relaxed for otherwise qualified candidates. The candidates' age will be maximum 40 years at the time of application.

**02. Assistant Director:** The candidates must have a Bachelor Degree in Accounting or Finance along with a Master Degree from any recognized University and at least 3 (three) years experience in the Finance/ Budget/ Accounts Division of any recognized Organization. Experience in Academic Affairs/ CA-CC will be considered as additional qualification. The candidates' age will be maximum 40 years at the time of application.

**03. & 04. Section Officer:** The candidates must have a Master degree from any recognized University and at least 2 (two) years working experience in Administration or its equivalent. Working experience on academic affairs in education institutions will be considered as additional qualification and experience may be relaxed for exceptional candidates. The candidates' age will be maximum 37 years at the time of application.



## Office of the Registrar

**05. Counsellor:** The candidates must have a Master degree from any recognized University and at least 1 (one) year working experience in Administration or its equivalent. Job experience on academic affairs in education institutions will be considered as additional qualification. The candidates' age will be maximum 35 years at the time of application.

**06. Office Assistant cum Computer Operator:** The candidates must have a Bachelor Degree from any recognized University or H.S.C./ Equivalent from any recognized education board with at least 3 (three) years working experience in any recognized organization. Working experience on academic affairs in education institutions will be considered as additional qualification. The Candidates must have minimum computer typing speed 30 to 40 words per minute Bengali and English respectively. The candidates' age will be maximum 33 years at the time of application.

**07. Receptionist:** The candidates must have a Bachelor Degree from any recognized University. The candidates should have pleasant, smart, smiley face & talented personality to deal with students, guardians and other officials. The candidates' age will be maximum 33 years at the time of application.

**08. Graphics Designer cum Computer Hardware Technician:** The candidates should have a Bachelor Degree from any recognized University. The Candidates must have experience in the areas of Adobe After Effects, Adobe Light Room, Adobe Photoshop/ Illustrator, Graphics Design, motion graphics. The candidates should have knowledge about Video editing & animation software - including Adobe Premiere Pro, Adobe After Effect, Animation CC and be capable to design advertisements in online like- Facebook, Google and YouTube etc. In addition the candidates must have practical skills regarding Computer hardware. Educational Qualification may be relaxed for well skilled and experienced candidates. The candidates' age will be maximum 33 years at the time of application.

**09. Assistant Electrician:** The candidate should have at least S.S.C. or equivalent from any recognized education board with successful trade course of six months in related technology and at least 3 (three) years experience in related works in any recognized organization.

Or

Class Eight pass plus a successful trade course of one year related technology and at least 5 (five) years experience in related works in any recognized organization.

The candidates' age will be maximum 30 years at the time of application.

**10. MLSS:** The candidates should have SSC or equivalent at least. Candidates must have experience to do photocopy, dispatch documents and be able to do any clerical and organizing works assigned by higher authority. The candidates' age will be maximum 30 years at the time of application.

### **Attention:**

1. Two copies of passport-size photographs and attested copies of certificates, testimonials etc. must be submitted.
2. Applications with CV addressed to the Registrar must reach the office of the undersigned on or before 03.00 PM, 24 November 2021.
3. A Bank draft/ Pay Order drawn in favor of North Western University must be attached.
  - i. Assistant Registrar/ Assistant Director/ Section Officer/ Counsellor: Taka 300 (Three Hundred) Only.
  - ii. Office Assistant cum Computer Operator/ Receptionist/ Graphics Designer cum Hardware Technician: Taka 200 (Two Hundred) Only.
  - iii. Assistant Electrician/MLSS: Taka 100 (One Hundred) Only.
4. The Name of the Post must be mentioned on the top of the Envelope.
5. No TA / DA are admissible for attending the Selection Board.
6. Only short listed candidates will be called for interview.

**Notes: Details of Mandatory Requirements and Academic & Professional Qualifications are available at the Website and Facebook Page of North Western University.**



# North Western University

*Committed to World Class Education*

Office of the Registrar

Website: [www.nwu.edu.bd](http://www.nwu.edu.bd)

Facebook Page: [www.facebook.com/nwu.edu.bd](https://www.facebook.com/nwu.edu.bd)

*Sd/-*  
Registrar (In Charge)  
North Western University

