

Office of the HEAT Sub Project

Project Name: Alor Dhara PIN-13600
Department of Electrical and Computer Engineering
North South University
Bashundhara, Dhaka-1229

Reference: 06

Date: 21/10/2025

Job Advertisement

Under the Higher Education Acceleration and Transformation (HEAT) Project implemented by the University Grants Commission (UGC) of Bangladesh, the Department of Electrical and Computer Engineering, North South University, invites applications from permanent citizens of Bangladesh for recruitment of the following positions.

Appointments will be offered solely temporarily for a period of 30 months, in accordance with the candidates' educational qualifications and relevant experience, and subject to the following terms and conditions.

Position & Number of Posts	Salary (Fixed) and Terms of Appointment
Data Entry/Computer Operator Number of Positions: 1	Salary: 17,250/- a) The candidate must have a Bachelor's degree in any discipline from an accredited university. b) Preference will be given to candidates with experience in office and administrative work. c) The candidate must have Experience in managing research projects. d) The candidate must be proficient in Microsoft Office. e) The candidate's age must not exceed 35 years. e) Preference will be given to candidate with prior research experience.

Instructions:

- Interested candidates must submit a complete CV, certified copies of all academic qualifications and experience certificates, two recent passport-sized certified photographs, and a certified copy of the National ID card. All documents must be sent via post or delivered directly to the address of the undersigned during office hours by **10/11/2025**.
- The position name must be clearly mentioned on the envelope.
- Incomplete or late applications will be automatically rejected.
- Only shortlisted candidates will be invited for an interview. No TA/DA will be provided for attending the interview.
- The age will be calculated as of the application deadline (10/11/2025). No affidavit will be accepted regarding age.

Nova Ahmed

Dr. Nova Ahmed
Professor & Sub-Project Manager (SPM)
Department of Electrical and Computer
Engineering
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