



Department of Electrical & Computer Engineering North South University

RECRUITMENT: Part-Time ECE Assistant Lab Officer for Spring 2026

The Department of Electrical and Computer Engineering is currently accepting applications for the position of Part-Time Assistant Lab Officer, serving 20 hours/week.

Responsibilities:

1. Attending throughout the Lab session.
2. Delivering the components required for the experiment to the group representatives.
3. Maintaining proper documentation while delivering and receiving components to the group.
4. Checking the devices and measurement tools that have been reported by student/lab instructor/faculty as damaged.
5. Helping in any auditing process of laboratory components.
6. Preparing a compiled list of the available tools/components.
7. Helping in preparing a memo for purchasing new items.
8. Supporting in the setup of a hardware laboratory.
9. Supporting ECE department in the laboratory related activities.

Application Deadline: Sunday, 25th January 2026, 3:00 PM

Minimum Eligibility:

- B.Sc. in Electrical and Electronic Engineering,
- CGPA of 3.00 or above (scale of 4.00)

Submission Instructions:

- Attach the following documents :
 - 1) A complete CV with a passport size color photograph
 - 2) All Academic Certificates and Transcripts.
- Submit the complete application package in a single envelope. On the top of the envelope, write: **Subject: Part-Time Assistant Lab Officer – Spring 2026**
- Submit the Hard Copy to the Department secretary:
Sheikh Farid Akter, Room: SAC-944A, Dept of ECE

Application Deadline: Sunday, 25th January 2026, 3:00 PM

Only Shortlisted applicants will be contacted.

If you have any question, please contact:

Sheikh Farid Akter, Room: SAC-944A, Dept of ECE, Tel: +8802 55668200, Ext: 6183

Late submissions will not be accepted. Applicants must submit hard copies of the application package.