



CAREER OPPORTUNITY

Post	Descriptions
➤ Treasurer	<ul style="list-style-type: none"> • Minimum Masters level qualification with brilliant academic records all through, PhD preferred. • At least 15 years in full-time university teaching, administration or financial management is required. Experience as Treasurer or equivalent will be an advantage. • He/ She must have the ability for overall supervision of a private university exchequer and maintenance of accounts of income and expenditure, the responsibilities for preparation of annual budget, financial management, implementation of financial discipline and proper accounting. • Age minimum: 55years.
➤ Associate Professor/Assistant Professor Dept. of Sociology and Computer Sciences and Engineering	<p><u>For Associate Professor:</u></p> <ul style="list-style-type: none"> • 4 years Honors and Master degree in respective discipline. • The candidates must have minimum CGPA 3.5 out of 4. • The candidates having Honors and Master degree must have 07 years teaching experience as Assistant Professor at university level with a total of 12(Twelve) years teaching experience. • M. Phil degree holder candidates must have at least 06 (Six) years teaching experience as Assistant Professor at university level with a total of 09 (Nine) years teaching experience. • PhD degree holder candidates must have at least 04(Four) years teaching experience as Assistant Professor at university level with a total of 07(Seven) years teaching experience. • Must have 06 publications in reputed journal (Peer Review Journal) where in 03 as Assistant Professor and at least in two journals as principal author. • Age minimum: 35years. <p><u>For Assistant Professor:</u></p> <ul style="list-style-type: none"> • 4 years Honors and Master degree in respective discipline. • The candidates must have minimum CGPA 3.50 out of 4. • The candidates having Honors and Master degree must have 3.0 years teaching experience at university level. • The candidates of the department of English must have minimum CGPA 3.50 out of 4 in any one of Honors or Masters and in other minimum CGPA 3.25 out of 4. • M. Phil degree holder candidates must have at least 2 (two) years teaching experience at university level. • PhD degree holder candidates must have at least 01 (one) year teaching experience at university level. • Must have 03 publications in reputed journal (Peer Review Journal) where in at least one journal as principal author. • Age minimum: 33years.
➤ Lecturer Dept. of Computer Sciences and Engineering, English, Environment Protection, Public Health, Biotechnology, Mathematics, Chemistry, and Physics.	<ul style="list-style-type: none"> • 4 years Honors and Master degree in respective discipline. • The candidates must have minimum CGPA 3.50 out of 4. • The candidates of the department of English must have minimum CGPA 3.50 out of 4 in any one of Honors or Masters and in other minimum CGPA 3.25 out of 4. • Preference may be given to the candidates having M.Phil. and PhD degree holders. • Maximum age limit is 35 years.
➤ Assistant Registrar	<ul style="list-style-type: none"> • Master's in any subject with at least 05 years of experience out of which 03 years' experience as Senior Administrative Officer or equivalent at any public/private university or similar institution. • Computer literacy and proficiency in English, both oral and written are essential for the positions. • Good command both in English, Bangla and computer literacy will be required. • Satisfactory practical knowledge and experience university activities are necessary. • Age Limit: 35 years.
➤ Assistant Librarian	<ul style="list-style-type: none"> • The Candidates must have a Master's Degree in library science with good academic results. • A relevant experience in a seat of higher learning for at least 3 years for the post of Assistant Librarian is required. • Computer literacy and proficiency in English, both oral and written are essential for the positions. • No third division at any level of education career is acceptable. • Good command both in English, Bangla and computer literacy will be required. • Satisfactory practical knowledge and experience university activities are necessary. • Age Limit: 35 years.
➤ Marketing Officer	<ul style="list-style-type: none"> • Master's Degree in Marketing with 02 (two) years' experience in the relevant field is required. • Computer literacy and good command over English language and Knowledge regarding University activities are necessary. • Age Limit: 32 years.
➤ Section Officer	<ul style="list-style-type: none"> • Master's Degree in any subject with 02 (two) years' experience in the relevant field is required. • Computer literacy and good command over English language and Knowledge regarding University activities are necessary. • Age Limit: 32 years.
➤ Office Attendant	<ul style="list-style-type: none"> • The candidates must have SSC or its equivalent. • Age Limit: 30 years.

Salary: Negotiable for all positions. **NB:** Candidates who know German language will be preferred for all posts. For departmental candidates, either of qualification or experience, any one criteria may be relaxed. If suitable candidates are not available for the post in question, appointments may be offered in lower posts.

Apply Instructions:

Applicants are requested to submit **hard copies** of a complete CV with cover letter, national ID, two passport size recent color photographs, attested copies of all certificates & marks sheets and all experience certificates. Please mention the name of the position on the top of the cover letter and envelope. Only short listed candidates will be contacted.

Applications should reach: The Chairman, Board of Trustees (Only for Treasurer post) and other post The Registrar, German University Bangladesh, 38 T & T Road, Telepara , Chandon Chowrasta, Gazipur Sadar, Gazipur-1702 on or before **12 October 2024.** For any query or details please visit our website and/or e-mail us at: hrd@gub.edu.bd, hrd.gub.edu.bd@gmail.com. Mobile: 01896-065153.