



# ATISH DIPANKAR UNIVERSITY OF SCIENCE & TECHNOLOGY (ADUST)

(Quality Education & Affordable Cost)

## CAREER OPPORTUNITY

ADUST welcomes applications from qualified and competent candidates for the following academic and administrative positions.

Positions	Academic Qualifications	Experiences
<b>Professor/Associate Prof./ Assistant Prof./Lecturer</b> <ul style="list-style-type: none"> <li>For Faculty of Sciences, Engineering and Technology: Pharmacy, Public Health, CSE, Civil Engineering, EEE and Textile.</li> <li>For Faculty of Arts, Law and Business: English, Economics, Law, Business Administration and Agribusiness.</li> </ul>	Ph.D./M. Phil. for Professor/Associate Prof./ Assistant Professor. <ul style="list-style-type: none"> <li>For Lecturer: <u>Pharmacy, Public Health, CSE, CE, EEE, Textile:-</u> 4-year Bachelor degree in relevant subject with all first class or minimum CGPA 3.5 on a scale of 4.</li> <li>For Lecturer: <u>English, Economics, Law, BBA and Agribusiness:-</u> 4-year Bachelor degree in relevant subject with all first class or minimum CGPA 3.25 on a scale of 4.</li> </ul>	<ul style="list-style-type: none"> <li><b>Professor:</b> Minimum 18 years of teaching experience and 15 publications (in case of Ph.D. holder 12 years) as per UGC rules.</li> <li><b>Associate Professor:</b> Minimum 08 years of teaching experience and 05 publications (in case of Ph.D. holder 07 years) as per UGC rules.</li> <li><b>Assistant Professor:</b> Minimum 03 years of teaching experience and 02 publications (in case of Ph.D. holder 02 years and 01 publication) as per UGC rules.</li> <li><b>For Lecturer:</b> Foreign degree and experience is preferable.</li> </ul>
<b>Deputy Registrar</b>	Master degree in any discipline from a reputed university.	Minimum 10 years of experience in the relevant field. Candidates should have good command in English and Computer skill.
<b>Deputy Controller of Examinations</b>	Master degree in any discipline from a reputed university.	Minimum 10 years of experience in the relevant field in reputed educational institution. Candidates should have experience in conducting examinations, publication of results, issuance of certificates and transcripts etc. He/She should have good command in English and Computer skill.
<b>Medical Officer</b>	MBBS	Registered Doctor of BMDC. Candidates should be able to attend emergency patient care of the university.
<b>Public Relation Officer (PRO)</b>	Master degree preferably in Mass -Communication/ Journalism/Management/ Media-Studies/ Business Administration.	Minimum 05 years of experience in the relevant field in reputed organization. Candidates should have negotiation skill. He/She should have good command in English and Computer skill.
<b>Accounts Officer</b>	M. com. / Master degree in Accounting/Finance/ CA Course completed.	Minimum 5 years of experience in reputed organization. Experience in accounts of any university will be preferable.
<b>IT Officer</b>	Bachelor degree in Computer Science & Engineering (CSE) from a reputed university.	Minimum 5 years of experience as an IT Officer. Excellent knowledge of technical management of UMIS, information analysis of computer hardware/software systems and network administration.
<b>Job Placement Officer</b>	Master degree in any discipline from a reputed university.	Minimum 5 years of experience as Job Placement Officer in the relevant field in reputed organization.
<b>Officer (Skill Development Center)</b>	Master or Bachelor degree in any discipline from a reputed university.	Minimum 3 years of experience and sound knowledge in course designing, arrangement and co-ordination of training programs.
<b>Information/ Promotional/ Admission Officer</b>	Bachelor degree in any discipline from a reputed university.	Working experience will be considered as additional qualification. Female candidate may get priority.
<b>Graphics Design Executive</b>	Bachelor degree in graphic design or related field.	Proficiency in required desktop publishing tools including Photoshop and Illustrator.
<b>Lab Assistant (Civil Engineering)</b>	4-year Diploma in Civil Engineering from a reputed educational institution.	Minimum 2 years of experience in the relevant field in reputed educational institution.

Any third class/division/equivalent CGPA in academic career shall not be considered. Candidates may apply with CV, NID, copies of all academic and experience certificates, recent 2 copies of photograph to: The Registrar, Atish Dipankar University of Science & Technology, Plot # 209, Sector # 15 (Khantek), Uttara, Dhaka-1230 or through e-mail. Please mention the name of the position applied for on top of the envelope or in the subject of E-mail: [hr\\_recruitment@adust.edu.bd](mailto:hr_recruitment@adust.edu.bd)

NB: Only short listed candidates will be contacted for interview.

Application Deadline: 21 October 2021