

Qualifications, Experience required, and other Information for Recruitment

Position: Executive, Registrar's Office

The Registrar's Office actively supports registration, examinations, graduation, convocation, committee affairs, and regulatory compliance in accordance with the University's policies and the requirements of relevant authorities. As an Executive in the Registrar's Office, you will have the opportunity to contribute to the smooth operation of the University's academic administration, collaborate with various academic and administrative departments, and participate in initiatives that enhance institutional effectiveness and student services.

Education Qualification and Experience:

Candidate must have Master's degree/MBA/ in English. Total 03 years of work experience as Assistant Executive position, experience in relevant work in a private university or similar organization will be given preference. Good communication in English language, computer literacy in modern office applications and ability to handle customized university automation software and candidates with degree in Master's degree in English /MBA will also be given preference.

Key Responsibilities:

- Assist in maintaining student academic records and official University documents.
- Prepare official letters, notices, office orders, and reports.
- Coordinate with academic departments and administrative offices to facilitate academic and administrative processes.
- Coordinate admission, registration, examination, graduation, and convocation-related activities.
- Respond to inquiries from students, faculty members, alumni, and external organizations in a professional and timely manner.
- Perform any other duties assigned by the Registrar or other competent authorities.

Read Before Apply

- Salary may be negotiable for highly deserving candidates
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for written test
- If the applicant does not apply in the prescribed form of the university the application will be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure

1. Please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and
2. Applicant must apply in the prescribed form
3. Attach a bank draft/pay order of Tk. 200/- (Two hundred only) payable in favor of Eastern University with hard copy application, or bKash Tk.200/- to 01795711361 and send the TrxID along with the online application form.
4. send it to jobs@easternuni.edu.bd, email subject should be `Position Name`
 - **For email the application Prepare single PDF file including:**
 - Completed Job Application Form (in Eastern University prescribed format)
 - Recent passport-size photograph (soft copy to be pasted in Job Application Form)
 - Copies of all educational certificates, transcripts/mark sheets, experience certificates, and publications
 - National ID card and any other supporting documents (if applicable)

or send the hard copy to: The Registrar, Eastern University, Ashulia Model Town, Ashulia, Savar, Dhaka. Mention the position on top of the envelope.