

## Qualifications, Experience required, and other Information for Recruitment

### Position: In-House Campus Supervisor

Eastern University is seeking a **Campus Supervisor** for its permanent campus in Ashulia. The ideal candidate is a **Retired Junior Commissioned Officer** or holds an equivalent position from Defense Services.

**Education Qualification and Experience:** Retired Senior Warrant Officer / Warrant Officer from Defense Services.

#### **Job Responsibilities:**

- Stay on campus overnight, with a primary focus on overseeing the safety and security of the campus, including student hostels and transport areas.
- Ensure the campus remains clean, orderly, and secure at all times
- Prevent potential fire hazards and ensure that fire safety equipment is available, maintained, and placed correctly.
- Follow and enforce safety rules, use proper safety equipment, and report any unsafe conditions to the appropriate authorities.
- Carry out any other tasks assigned by the Registrar, Deputy Director of Logistics, or other senior management.

#### **Additional Requirements**

- Retired from defense services or a similar background will be given preference.
- Must be willing to stay on campus overnight, including weekends and holidays.
- Computer literacy will be considered an additional qualification for the candidate.

#### **Compensation & other benefits:**

- A competitive and attractive compensation package will be offered to suitable candidates
- Medical allowance, Provident fund, Insurance
- Festival Bonus: 2 (Yearly), and other incentive as per rules

#### **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 the 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](http://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](mailto: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.