Qualifications, Experience required, and other Information for Application

Position: Controller of Examination

The Office of the Controller of Examinations (OCE), Eastern University, is responsible for managing and coordinating all examination-related activities in accordance with the policies and regulations of the University. The Office ensures fairness, accuracy, confidentiality, security, and accountability in examination administration, result processing and publication, and the issuance of academic documents. Its key services include issuing admit cards, publishing semester results, providing grade sheets and transcripts, and issuing provisional and original certificates, including duplicate or corrected copies as required. The Office also performs other relevant academic, administrative, and examination-related functions to ensure the smooth and efficient operation of the University's examination system and to provide timely services to students, graduates, guardians, and other relevant stakeholders.

Education Qualification and Experience: Ph.D./ M. Phil. / Master's degree from a recognized university. 18 years, of which 10 years' experience as Deputy Controller or equivalent position. Preference will be given to candidates at the Professor level who hold a Ph.D. and have experience in a Controller position at public or private universities. Experienced Professor will be given preference.

Compensation & other benefits:

- Contractual job
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Medical allowance, Insurance
- Free transport facility (Pick and drop)

**** For administrative positions***, 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.

You can make payments from your bKash Account to any 'Merchant' who accepts 'bKash Payment'.
1. Go to your bKash Mobile Menu by dialling *247# ; 2. Choose "Payment" ;3. Enter the Merchant bKash Account Number you want to pay to ; 4. Enter the amount you want to pay ; 5. Enter a reference* against your payment (you can mention the purpose of the transaction in one word. e.g. pay orders)
6. Enter the Counter Number* (the salesperson at the counter will tell you the number) ; 7. Now enter your bKash Mobile Menu PIN to confirm. Done! You will receive a confirmation message from bKash.

Read Before Apply

- Salary are negotiable for highly deserving candidates
- Computer literacy are essential for the position
- Experience and requirements are may be relaxed exceptionally qualifies candidates
- Only shortlisted candidates will be called for interview
- 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: To apply, please download the application form from **www.easternuni.edu.bd/career** fill-up the form and attach it to your email message and 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 (Masters, Bachelors, HSC, SSC), experience certificates- National ID card and any other supporting documents (if applicable)

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