

Qualifications, Experience required, and other Information for Recruitment

Position: Lab Assistant (Civil Engineering)

The Department of Civil Engineering at Eastern University stands as a cornerstone of national development, dedicated to shaping the minds that build our nation's future. As the driving force behind all critical infrastructure—from bridges and buildings to dams, transportation networks, and water resources—our department is committed to delivering a rigorous, Outcome Based Education (OBE) system. This approach ensures our graduates are not only technically proficient but also equipped with the essential soft skills and practical knowledge required to excel in the professional world.

To support this mission of academic excellence and distinction, we maintain state-of-the-art laboratory facilities essential for testing, innovation, and advanced research. Our programs are continuously refined to align with global engineering standards as we pursue accreditation from prestigious bodies, including the Institution of Engineers, Bangladesh (IEB) and the Bangladesh Accreditation Council (BAC).

In this dynamic and forward-looking environment, we are seeking a dedicated and skilled Lab Assistant to join our team. This role is vital in supporting our practical pedagogy, maintaining our advanced lab equipment, and facilitating the hands-on learning that transforms theoretical knowledge into engineering expertise. The successful candidate will play a direct part in upholding the department's commitment to quality education, contributing to the academic and professional flourishing of our future engineers.

Education Qualification and Experience:

Diploma in Civil Engineering from any reputed Polytechnic Institute in addition two years working experience at the laboratory.

Preference will be given to the candidates having-

- Experience of two years.
- Registered in professional attachments

Job Responsibilities:

- Lab Assistant will remain responsible for one particular lab in addition to his other duties.
- Lab Assistant will help the faculty members during the lab classes to prepare experimental guidelines for the laboratory. During the lab class lab assistant should help the students and make them understand the lab topics with less sophisticated and easier approach/manner. When needed Lab Assistant may give the students extra time to help them get familiar with all the equipment's, materials they require. He/She should schedule and coordinate extra time-slots for the students who miss the regular class and help the students for Project related work in the absence of the respective faculty members.
- Lab Assistant will monitor and keep notes of the requirements during lab time. He/She should check all the instruments in the lab every week.
- Lab Assistant will be responsible for checking the lab equipment or, computer everyday as per schedule. After the end of each class he/she should clean-up the Instruments, apparatus and keep them in secured places.

- Lab Assistant will be responsible for ensuring best technical support to students and faculty members. Lab Assistant will also work to ensure the proper solution of any lab related problems faced by users (Faculty members, Officials, and Students of E & T Faculty).
- Design and execute laboratory experiments according to the approved syllabus, lab manuals, and procedures.
- Provide quality instruction and proper laboratory protocols, procedures, and techniques to the students.
- Lab Assistant should keep maintaining and updating relevant Lab equipment's / Chemicals and also should maintain the inventory. Lab Assistant should report to the respective Head of the Department and Advisor. Faculty of Engineering and Technology from time to time about overall status and requirements of the concerned lab(s).
- Maintain a safe laboratory environment and ensure proper handling of waste materials.
- Maintenance of laboratory equipment (machines and glassware).
- Inventorying chemicals and equipment of all laboratories.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contribute to the development, planning, and implementation of a high-quality curriculum.
- Lab Assistant should make requisition as per requirement for the laboratory in every semester. Contact with instrument suppliers, as required, for repair and maintenance. Purchase the Lab Instruments on Emergency basis as per EU policy.
- Lab Assistant should be ready to provide technical support during different events of EU. Lab Assistant should also be ready to perform any other job as assigned by the higher authority of EU.
- Lab Assistant should check laboratory user activities; notify the authority about suspicious use of equipment's or other devices in the lab; ensure that lab items are not misused / abused.
- Any other office tasks as and when assigned by the authority.

Additional Requirements

- Thorough knowledge of laboratory experiments.
- Familiar with the common tools and equipment used in the laboratory.
- Sound knowledge on health and safety.
- Self-motivated, time management skills; must possess the ability to work under pressure.
- Work independently with minimal supervision.
- Computer literacy is essential.

Compensation & other benefits:

- Medical allowance, Provident fund, Insurance
- Festival Bonus: 2 (Yearly)
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Flexible, friendly and good working environment
- Challenging development work & Opportunity of skill improvement

*** 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

- Rank and Salary are negotiable for highly deserving candidates
- Computer literacy are essential for the position
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for written test or 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`
or send the hard copy to

The Registrar

Eastern University

Road 6, Block B, Ashulia Model Town, Ashulia, Savar, Dhaka-1345.

Mention the position on top of the envelope.