

European University of Bangladesh (EUB)

2/4, Gabtoli, Mirpur, Dhaka-1216.

Vacancy

European University of Bangladesh (EUB) is one of the leading University in the private sector. We are looking for competent candidates for the post of Additional Registrar (General).

Qualification & Experience :

Qualification:

Master's degree with Four years Hon's degree having minimum two 1st class/ division or equivalent grade in any discipline. Post Graduation in Personnel Management may be given preference.

Experience:

- At least 20 (twenty) years administrative working experiences in which minimum 08 (eight) years experiences in senior level /positions in any reputed university/ Govt. / Semi Govt. / Autonomous organizations.
- Experience in conducting Board, Executive and other related Committee Meetings, preparing minutes of the Meetings etc.
- Highly experience in the area of HRM, Personnel and General Administration & Secretarial services will be given preferences.

Job Summary:

The Additional Registrar assists the Registrar in overseeing and managing the academic and administrative functions of the university. This role involves supporting the Registrar in conducting meetings of the Syndicate, Academic Council, Board of Trustees and any other related meetings of EUB. Maintain liaison with UGC, Ministry of Education and other supporting organizations. Keeping official records properly. Ensure adherence to legal, regulatory and accreditation standards.

Job Status: Full-time.

Job Location: Gabtoli, Mirpur, Dhaka.

Remuneration: Negotiable.

Applicants are requested to apply with full CV, attested photocopies of all academic records and 2 (two) copies of recent passport size attested photographs within 25th September'2025 to the Registrar, European University of Bangladesh (EUB).

Permanent Campus:

2/4, Gabtoli, Mirpur,
Dhaka-1216.

Zobayr 16/9/25

16/9/2025

Mailing Address :

Permanent Campus: 2/4, Gabtoli, Mirpur, Dhaka-1216.
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