

Vacancies in EUB

European University of Bangladesh (EUB), one of the leading private Universities in the country, is inviting applications from qualified and competent candidates for the position of (i) Assistant Administrative Officer (ii) Development/Maintenance Officer (iii) Lift Operator for the office of Treasurer and Planning & Development Section of EUB.

Application Deadline (Hard Copy Submission): 30th August 2025.

For detailed information, please visit: <https://eub.edu.bd/career>

Qualifications & Experience:

Sl.	Name of Post	Qualifications	Experience
01	Assistant Administrative Officer	a) Graduation or equivalent degree in any discipline. b) Computer literacy and typing speed. in English 40 words / min. and Bengali 30 words / min.is essential.	Candidates having experience in private university or any educational institution will be given preference.
02	Development Officer (Maintenance Officer)	a) Master Degree / Equivalent degree in relevant field. b) B. Sc. Engineering in Civil Engineering will be given preference. c) Computer literacy is essential.	At least one year experience of maintenance works of any university / relevant field will be given preference.
03	Lift Operator	S.S.C or Diploma/Trade course completed	At least one year experience of relevant works in any university will be given preference.

Salary: As per EUB Salary Scale /Negotiable.

Application process:

Interested candidates are requested to submit the following documents by post or in person to the Registrar, European University of Bangladesh (EUB), by August 30, 2025:

A full CV with cover letter, Attested photocopies of all academic certificates and transcripts, Two recent passport sized photographs.

European University of Bangladesh (EUB)
2/4, Gabtoli, Mirpur, Dhaka-1216