

**A Dynamic Higher Educational Institute of Dhaka Ahsania Mission**



# KKBAU

## Khulna Khan Bahadur Ahsanullah University

Khulna Khan Bahadur Ahsanullah University invites applications for appointment to the following Administrative positions :

**Available Positions:**

Registrar (1), Controller of Examinations (1), Assistant Controller of Examinations (1), Section Officer at the office of the Controller of Examinations/Assistant Programmer (1) , Office Attendant (1) .

**Salary and Benefits:**

Salary & benefits will be negotiable.

**Academic & Professional Qualification:**

Post	Requirements
<b>Registrar</b>	<ol style="list-style-type: none"><li>1. Masters with Bachelor (Hons.) from a UGC recognized University.</li><li>2. As a First Class Officer with 5 (five) years of experience in the post of Deputy Registrar or equivalent (1 to 15 years of experience).</li><li>3. Administrative experiences in a university or equivalent higher education institution will be preferred.</li><li>4. No third class/division is acceptable under any circumstances.</li></ol>
<b>Controller of Examinations</b>	<ol style="list-style-type: none"><li>1. Masters with Bachelor (Hons.) from a UGC recognized University.</li><li>2. Experiences in a university or equivalent higher education institution will be preferred.</li><li>3. 15 years experience as a first class officer with 5 (five) years experience in the post of Deputy Controller of Examinations.</li></ol>

	<ol style="list-style-type: none"> <li>4. No third class/division is acceptable under any circumstances.</li> </ol>
<p><b>Assistant Controller of Examinations</b></p>	<ol style="list-style-type: none"> <li>1. Masters with Bachelor (Hons.) from a UGC recognized University.</li> <li>2. 5 (Five) years of experience in examinations related work in any university or higher Education Institution as Section Officer.</li> <li>3. No third class/division is acceptable under any circumstances</li> </ol>
<p><b>Section Officer /Assistant Programmer</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor (Hons.) with Master's or equivalent degree from a UGC recognized university.</li> <li>2. 3 (three) years of experience in examinations related work in a university or higher educational institution as junior officer or equivalent post.</li> <li>3. <b>Assistant Programmers must have a 4 year Bachelor Degree in Computer Science and Engineering or equivalent field with good programming knowledge.</b></li> <li>4. No third Class/Division is acceptable under any circumstances.</li> </ol>
<p><b>Office Attendant</b></p>	<ol style="list-style-type: none"> <li>1. Minimum HSC Pass.</li> </ol>

**Application Procedure:**

- All Applicants are advised to apply through the link ([www.kkbau.ac.bd/career](http://www.kkbau.ac.bd/career)) with the Soft Copy of all relevant documents ( Experience certificates, Academic Transcripts, and National ID ) that are mentioned in their CVs **(All should be combined in a single pdf)** .
- Applications with CV addressed to the **Registrar (In-Charge)** must submit on or before 12.00 PM, 21 March 2024.
- Only short listed candidates will be called for an interview.
- KKBAU reserves the right to accept or reject any application.

Sd/-

Registrar  
(In-Charge)  
KKBAU