

**DCLE**

Dhaka Centre for Law &amp; Economics

**ADMISSION NOTICE: 2005-2006 SESSION**

This is to notify that orientation of A-Level will be held on 17/02/2005. **Subjects:** Law, Economics, Government & Politics, Maths & Pure Maths, Religious Studies, Business Studies.

**Admissions also open for -**

LL.B (Hons) - Leading to **Barrister-at-Law**  
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Rooms available for reputed English Medium teachers in Dhanmondi Road 9/A with full set-up facilities

Contact: 0175042884

**JOB OPPORTUNITY**

A fast growing donor-funded National NGO working for the development of most disadvantaged people of the country invites application from qualified candidates for the following position:

**Associate Programme Administrator:** Masters in any discipline of Social Science with at least 5 years experience in development, managing and administering development project independently, preferably managing hospital/health project and experienced in community health is required. This is a district-based position in the Southwestern part of Bangladesh, requiring frequent field visits.

- The candidate should be between 30 to 45 years of age.
- The position carries attractive compensation package and fringe benefits:

- Only short-listed candidates will be invited for interview
- Canvassing in any form will disqualify the candidate; telephone inquiries will not be entertained
- The Organisation reserves the right to relax qualification or other requirements. Decision of the Foundation in selection of candidates will be final.

Applications with curriculum vitae, passport size photograph and copies of certificates should reach to The Advertiser, Box no. C-07, c/o. The Daily Star, 19, Karwan Bazar, Dhaka 1215 by 28th February 2005.

(This is an Equal Opportunity Organisation).

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- BACHELOR OF BUSINESS ADMINISTRATION
- BACHELOR OF LAW
- BACHELOR OF ENGLISH
- BACHELOR OF SOCIOLOGY
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**ADMISSION AND INFORMATION**

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Phone: 989 1904, 989 8580, 989 8917, 989 5118, Fax: 880-2-885 7107, e-mail: info@atishdipankaruniversity.edu.bd

**NEW CAMPUS**

www.atishdipankaruniversity.edu.bd

**URGENTLY WANTED****JEWELS IN THE CROWN****Sales Girls**

Smart and young intelligent women with at least HSC or 'A' Level degree. Must be very fluent in written and spoken English. Computer literate.

**Front Desk Executive**

The incumbent should be a bachelor degree holder in any discipline with good academic record. Within the age of 25 years. Should be very fluent in written and spoken English. Computer literate. Experience in same position is welcome.

**Customer Relations Executive**

Has to be a bachelor degree holder in any discipline with good academic record. Within the age of 28 years. Should be very fluent in written and spoken English. Computer literate. Experience in same position is welcome.

Good remuneration to the deserving candidate.

Write in confidence with your complete resume along with a recently taken photograph and send by 20 February, 2005 to:

Box # A-34  
C/o. The Daily Star  
19 Karwan Bazar, Dhaka-1215

**নিয়োগ বিজ্ঞপ্তি**

আমাদের কাজ করার জন্য যোগ্যতাসম্পন্ন প্রার্থীদের নিকট থেকে কর্মসূচি সংগঠক (৭ম স্তর) পদে দরখাস্ত আহবান করা হচ্ছে।

শিক্ষাগত যোগ্যতা: সরকার অনুমোদিত যে কোন বিশ্ববিদ্যালয় হতে যে কোন বিষয়ে স্নাতকোত্তর। এসএসসি থেকে স্নাতকোত্তর পর্যন্ত কোন পরীক্ষায় তৃতীয় বিভাগ/শ্রেণী গ্রহণযোগ্য নয়।

বয়স: সর্বোচ্চ ৩০ বছর।

বেতন: সর্বসাকুল্যে ৬২৫৫/- টাকা।

নির্বাচিত কর্মীদের কর্মস্থলে নিখরচায় থাকার ব্যবস্থা রয়েছে। কাজ করার জন্য অবশ্যই সাইকেল/মোটর সাইকেল ব্যবহার করতে হবে।

চাকরিতে যোগদানের পর হতে বিমা (ইন্সুরেন্স) সুবিধা এবং চাকরিতে স্থায়ী হওয়ার পর আনুভৌমিক (থ্যাচুইটি) ও ভবিষ্য নিধির (প্রভিডেন্ট ফান্ড) সুবিধা আছে।

পূর্ণ জীবনবৃত্তান্ত ও দুই কপি পাসপোর্ট সাইজের ছবিসহ আগামী ২৪ ফেব্রুয়ারি, ২০০৫-এর মধ্যে ব্র্যাক-এইচআরডি, ব্র্যাক সেন্টার, ৭৫ মহাখালী, ঢাকা ১২১২ এই ঠিকানায় আবেদন করতে হবে। খামের উপর আবেদনকৃত পদের নাম উল্লেখ করতে হবে।

কর্মী নিয়োগে ব্র্যাক সম-সুযোগ প্রদানে বিশ্বাসী

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INTERESTED CANDIDATES ARE  
REQUESTED TO SEND THEIR  
C.V. BY E-MAIL NO:  
eechang@bdcom.com/palashb  
rua@dhaka.net OR FAX TO #  
8861096/8861618 LATEST BY  
20<sup>TH</sup> OF FEB 2005. C-344

**Build up your Career**

One of the Leading rubber goods manufacturer in Bangladesh is inviting application from dynamic self motivated hard working candidates for the following posts:

**Marketing Officer**

**Education:** Masters in Economics.

- Requirement:**
- Able to lead Marketing & Sales force.
  - Must be able to make Marketing plan & achieve the same.
  - Must be creative with inter personal skills.
  - Analytical & Presentation abilities.
  - Good level of Computer literacy.
  - Good Communicator in English & Bengali.

**Assistant Chemist**

**Education:** B.Sc. (Must have Physics, Chemistry & Math)  
Candidate must be able to work inside the factory (shop floor).

**Field Representative**

**Education:** Commerce graduate

- Requirement:**
- Smart hard working & good communicator.
  - Age around 28 years

**Transport Officer**

**Education:** Must be Graduate.

- Requirement:**
- Must have practical knowledge on vehicle registration & maintenance.

**Front Desk Personnel (Female)**

**Education:** Must be Graduate.

- Requirement:**
- Able to communicate both English & Bengali
  - Adequate Knowledge in PABX operation.
  - Must be smart & bear pleasant personality.

**Delivery Man**

**Education:** H.S.C.

**Requirement:** Smart & energetic

Please apply in own handwriting with confidence with detailed CV, Two copies of recent passport size photographs, marking the post at the top of the envelope to G.P.O. Box No-2114 within 15 days.

**EMPLOYMENT OPPORTUNITY**

A national leading NGO invites applications for the position of a "Project Engineer" for its Trade Schools Project to be based at the Project Office in Dhaka, but would require extensive field visits for 15-20 days in a month. The applicants for this position are to take note of the following:

**Qualification & Experience:**

- B. Sc. Engineering (Mechanical or Electrical) not below 2<sup>nd</sup> Class and a minimum of 3 years experience preferably in NGO Sector.
- Computer skills and ability to ride motorcycle are required.
- Proficiency in both written and spoken English and Bangla.
- Should be capable of supervising project personnel, monitor activities and to make correspondences independently with different organizations.
- Should be capable of writing project progress report.
- Age limit: Minimum 30 years but not over 40 years.

**Salary:**

Taka 15,000/- (consolidated) during the probationary period of six months. Appointment may be confirmed according to the existing service rules of the project subject to successful completion of probationary period.

Interested candidates who meet the above criteria may send their applications along with CV and two passport size photographs including attested copies of all educational & experience certificates to the following address latest by 7<sup>th</sup> March, 2005. The envelope should be marked as Application for the post of "Project Engineer". Only short listed candidates will be called for written test & interview.

Any direct or indirect approach will automatically disqualify the applicant(s). Candidate in service is to apply through proper channel. Women and Adivasi candidates are specially encouraged to apply. The Advertiser, GPO Box No. 994, Dhaka-1000

**Professionals Wanted**

We urgently require smart, ambitious, dynamic and capable persons for the following posts. Excellent working environment and packages awaits for the deserving candidate.

**MANAGER, ACCOUNTS:**

ACA/ACMA with 5 years practical experience in preparation of Final Accounts, Budget and Management Reports. The incumbent should have knowledge in computerized accounting package. Fluency in English both written & spoken is a must. Age within 40 years.

**SENIOR EXECUTIVE (ACCOUNTS):**

The incumbent should be M.Com/ Chartered Accountancy Course completed with 7 (Seven) years working experience in a reputed company in maintaining computerized financial accounts up to the preparation of Balance Sheet. Computer literacy in MS Word & Excel is a must. Age not exceeding 35 years.

**EXECUTIVE (AUDIT):**

M.Com/ Chartered Accountancy Course completed with 5(Five) years practical experience in Audit / Accounts preferably in electronics industries. Computer literacy in MS Word & Excel is a must. The incumbent should be ready to travel extensively throughout Bangladesh. Age not exceeding 35 years.

**STORE OFFICER:**

B.Com. with 5 years practical experience in distribution of electronics products to the sales location all over Bangladesh. He would also be responsible for the movement of stock in the warehouse. Age limit 30 years.

Candidates who meet the above requirements may send application (hand written) along with C.V, recently taken passport size photo 2 (two) nos. & copies of educational certificates on or before 19 February 2005. The candidates should write down on the envelope "the name of the post" applied for, clearly to

Managing Director,  
Rangs Industries Ltd. 113 - 116, Old Airport Road, Tejgaon, Dhaka-1215

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\* Look out for this advertisement at participating outlets.

**Career Opportunity**

Pan Pacific Sonargaon, Dhaka, the premier five star hotel in Bangladesh, invites application for management level executive from Bangladeshi nationals for the position of "Manager Education and Development". The incumbent must be under 35 years of age, leading personality and having experience as a trainer of developing human skill. Following are the requirements for the position:-

- Masters in English from any reputed educational institute.
- Strong professional communication skill both in English and Bangla.
- Able to make strategic plan for education, training, & human resources development in the guideline of Pan Pacific.
- Strong knowledge of using MS Office suite.
- Minimum 5 years experience as trainer in a reputed organization.
- Able to work independently and
- Good interpersonal skill.

Attractive remuneration will be offered for suitable candidate

If you think you are the right person to fulfill the above criteria please send us your resume with a recent passport size photograph within two weeks from publishing this advertisement.

Director People Innovation & Education



107, Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka-1215, Bangladesh.  
e-mail: piecc.dac@panpacific.com