

BANGLADESH FLYING CLUB LIMITED.
Zia International Airport, Kurmitola, Dhaka-1229.
Tel: 8913709, Fax: 8913909.
Applications are hereby invited on or before 24th December 2008 from bonafide Chartered Accounts Firms for appointment as Auditor for the financial year 2008-2009 of Bangladesh Flying Club Ltd., Zia International Airport, Kurmitola, Dhaka-1229.
CAPT. ABDUL HALIM
Secretary General.

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EAST WEST UNIVERSITY

Human Resource Requirements

East West University, a leading private University and an equal opportunity employer, invites applications for the following positions:

1. Chief, HR & Logistics: 01

Duties and responsibilities:

Ensure continuous development and implementation of HR policies to support the University goals and ensure compliance with legal requirements. Ensure effective support to both academic and administrative wing. Implement and monitor all HR procedures relating to faculty and admin staff. Ensure compliance with equal opportunities and other legal requirements and provide relevant information on admin staff and University. Prepare job descriptions and person specifications for recruitment and job evaluation purposes. Responsible for all administrative and Logistics support to both academic and admin members. Ensure efficient procurement management and administration of all procurement. Act as member / member secretary to various committee as desired by the management.

Qualification: MBA with HRM specialization.

Experience: Minimum 15 years experience in a managerial position of educational institutions (preferably) or any business organization.

Age limit: 40-50 years.

2. Deputy Chief, Admin & Logistics: 01

Duties and responsibilities:

Coordinate & ensure implementation of all administrative and procurement policies. Coordinate & ensure timely purchase and provision of all academic and non-academic equipment/items. Prepare tender notice and ensure publication in the newspaper & coordinate and ensure compilation of tender documents and ensure timely tender opening. Maintain liaison and close cooperation with all relevant Government and non-government agencies. Act as member secretary for procurement and space committee. Any other duties as assigned.

Qualification: Minimum post graduation degree in any discipline or MBA.

Experience: Minimum 10 years experience in a Managerial position in educational institutions (preferably) or any business organization.

Age limit: 35-40 years.

3. Deputy Registrar: 01

Qualifications:

Masters degree in any discipline (at least 2nd division) from any recognized University. MBA will be an added advantage. Highly proficient in written and spoken English as well as drafting letters, notes, minutes, reports etc. Proficient in MS office and customized applications and database.

Experience: At least five (05) years experience as Assistant Registrar or two (2) years as Deputy Registrar in a University or equivalent position in similar jobs.

Age limit: Maximum 40 years.

4. Assistant Registration Officer: 01

Qualifications:

The applicant must have a Master Degree from any discipline with at least 2nd division. Good command over English. Must be proficiency in computer applications, particularly in MS Office (MS Word, MS Excel). Should be able to work in database environment.

Experience: Minimum 01 year experience in any reputed organization.

Age limit: Up to 35 years.

5. Deputy Officer, Admin: 01

Qualification:

MBA (Major in any discipline) from any reputable University with minimum CGPA of 3.00

Experience: Administrative experience may be preferable.

Age Limit: From 25 to 30 years

6. Assistant Librarian: 01

Qualifications:

The applicant should have MA/MSS with BA/BSS (Hons.) in Information Science and Library Management from any reputable University. Proficiency in computer literacy is essential. Knowledge in modern library software is preferable. Any 3rd division/class or CGPA below 2.50 in academic career is not acceptable. Must have good command in English and strong interpersonal relation skills. Available for any kind of shifting/roaster duty. Flexible to adapt to and work with variety of situations, individuals and group. Library oriented qualities to give priority to users, in compliance with quality and time.

Experience: Must have 5 to 7 years work experience in library management in any reputable university library.

Age Limit: 26 to 32 years as on 31 December 2008

7. Library Circulation Officer: 01

Qualifications:

The applicant should have MA/MSS with BA/BSS (Hons.) in Information Science and Library Management (at least 2nd class) from any reputed University. Proficiency in computer literacy is desirable. Knowledge in modern library software is preferable. Any 3rd division/class or CGPA below 2.50 in academic career is not acceptable. Must have good command in English and strong interpersonal relation skills. Available for any kind of shifting/roaster duty. Library oriented qualities to give priority to users, in compliance with quality and time.

Experience: Must have 2 years work experience in library management in any reputable university library.

Age Limit: 26 to 30 years as on 31 December 2008

8. Department Secretary, Registrar's Office: 01

Qualifications:

The applicant must be a Master Degree holder in any discipline with good command over English. Must be proficient in computer skills. Should work in database environment. No 3rd class is allowed to apply.

Experience: Experience of Same level may be preferable

Age Limit: Up to 30 years

Please send your complete CV to the Chief HR & Logistics, East West University, 43 Mohakhali C/A, Dhaka-1212, with two copies of recent passport size photographs, academic and experience certificates or apply through bdjobs.com or send your CV by using website <http://www.ewubd.edu>.

Application Deadline: 08 January 2009

ANNOUNCEMENT

ColorMaster Limited, a yarn dyeing unit of SQ Group, has been renamed as
SQ Hues Limited.

All correspondence, legal and commercial, will be carried out under the new name
SQ Hues Limited.

Ride the Wave



আমার ভোট আমি দেবো
দেখে শুনে জেনে দেবো



ডিএসপি-১৫৯-১০/১২/০৮

প্রকাশক: চন্দ্রিমা ও প্রকাশনা অর্ডিন্যান্স



ন্যাশনাল টিউবস লিমিটেড

(বাংলাদেশ ইম্পাত ও প্রকৌশল করপোরেশনের একটি প্রতিষ্ঠান)
১৩১-১৪২ টংগী শিল্প এলাকা
টংগী, গাজীপুর-১৭১০।

API LICENSEE এবং ISO-9001 সনদপ্রাপ্ত কোম্পানী।

আদমজী পাইপ নামে খ্যাত এনটিএলের জিআই/এমএস/এপিআই পাইপ ব্যবহার করুন যা দীর্ঘস্থায়ী, পুনঃব্যবহারযোগ্য, নির্ভরযোগ্য ও নিরাপদ।

টেডার বিজ্ঞপ্তি

ব্যবস্থাপনা পরিচালক, ন্যাশনাল টিউবস লিমিটেড, টংগী, গাজীপুর কর্তৃক নিম্নবর্ণিত প্রদর্শনামূলক সরবরাহকারীর নিজ দায়িত্বে ও খরচে অত্র কারখানার ভান্ডারে সরবরাহের জন্য প্রকৃত সরবরাহকারী প্রতিষ্ঠানের নিকট হইতে সীলমোহরকৃত খামে দরপত্র আহবান করা যাইতেছে।

টেডার নং ও তারিখ	মালামালের বিবরণ	আবেদন মানি	টেডার দপিলের মূল্য (অফারতযোগ্য)	টেডার খোলার তারিখ ও সময়
১) বাণিজ্য (স্থানীয় ক্রয়)- ০২/০৮-০৯ তারিখ ১৮-১২-০৮	বাৎসরিক ইউনিফর্মের কাপড়, শাড়ী, গরম কাপড়, জাম্পার ইত্যাদি	টাই ৬,০০০/- (ছয় হাজার)	টাই ১৫০.০০ (একশত পঞ্চাশ) মাত্র।	০৪-০১-০৯ তারিখে সকাল ১১-১৫ ঘটিকায় টেডার ব্যাগ বন্ধ হইবে এবং একই তারিখে সকাল ১১-৩০ ঘটিকায় খোলা হইবে।
২) বাণিজ্য (স্থানীয় ক্রয়)- ০৩/০৮-০৯ তারিখ ১৮-১২-০৮	বাৎসরিক ইউনিফর্ম সফলিষ্ঠ চামড়ার জুতা, সেভেল ও মোজা।	টাই ৫,০০০/- (পাঁচ হাজার)	টাই ১৫০.০০ (একশত পঞ্চাশ) মাত্র।	

টেডার সিডিউল নির্ধারিত মূল্য পরিমোহ সাপেক্ষে অফিস চলাকালীন সময়ে হিসাব বিভাগীয় প্রধান, ন্যাশনাল টিউবস লিমিটেড, টংগী শিল্প এলাকা, গাজীপুর এবং হিসাব নিয়ন্ত্রক, বাংলাদেশ ইম্পাত ও প্রকৌশল করপোরেশন, বিএসইসি ভবন, ১০২ কাজী নজরুল ইসলাম এভিনিউ, ঢাকা-১২১৫ হইতে পাওয়া যাইবে। অনিবার্য কারণ বশতঃ টেডার খোলার দিন অফিস ছুটি/বন্ধ থাকিলে পরবর্তী কার্যদিবসে একই সময়ে উভয় স্থানে টেডার গ্রহণ ও খোলা হইবে। টেডার খোলার দিন কোন দরপত্র সিডিউল বিরুদ্ধে করা হইবে না।

(ডঃ মোঃ আমিরুল মমিন)
অতিরিক্ত প্রকৌশলী (বাণিজ্য)
ফোন নং ৯৮০২৭৩৭

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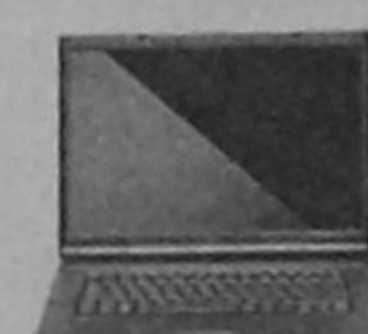
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