#### To-Let

A newly constructed 2690sft. (4 bed, 4 bath, dining, drawing, 5 balcony) building name "Krishnachura-2", 6th floor at Plot-277, Apt-B6, Bashundhara, Dhaka. Contact: M-01973031325 07130088078. C-505

READY FLAT URGENT SALE ASSET BUILT BRAND NEW SOUTH FACING APT FOR SALE @ BARIDHARA DOHS. 1257SFT @ 7100 TK (FIXED PRICE). ONLY AUTHENTIC BUYERS PLS CONTACT: 01749495176, 01911352532

**Tuition Wanted** 

Experienced tutor wants to tutor students of English medium schools, Standard Six to O Levels (New DOHS, Banani, Old DOHS). Contact: 01713117914

### SALE

1. TOYOTA LEXUS GS-300, Reg:2003, CC:3000, V6 Twin Turbo (Triptronic) Limited Edition, Model:2000, Color: Silver, Alloy Ring, Black Leather Fully Loaded.

2. TOYOTA RAV4 (NEW SHAPE), Reg: 2008, CC:2400, Model:2005, Color:White Pearl, Full Option, Actual buyer Please Call. Mobile: 01937515290

Diabetology.

any of the centers.

(E)USAID

set to create Specialist in Diabetes Mellitus.

BIRDEM on 26 May, 2010

#### Sale

5 katha land is for sale in Dhanmondi Jigatola Road # 8/A, Flat # 127. No broker only genuine buyers please call-01819212962, 01713117760.

TO-LET

IN BARIDHARA

TWO FLATS, 5TH FLOOR, 2150SQFT

EACH, BLOCK 'K,' SUHRAWARDY AV.

BARIDHARA, SUITABLE FOR

COMMERCIAL/COMPANY LET. AVAILABLE

FROM APRIL. PLEASE CONTACT DR.

**Computer Home** 

Service

Computer (Desktop/Laptop) Printer,

Scanner, Hardware & Software

problem solving and repair.

Computer Point-01675737812,

**FLAT TO-LET** 

Furnished and decorated new flat (with a

big terrace) 1375 sq. feet, 3 bath and 3

bed rooms, south facing, 8th floor at

Siddesshwari road near Vigarunnisa

School. Price negotiable. Pl. contact.

Shaheen-01191286635 and Bony-

Distance Learning Project (DLP)

DIABETIC ASSOCIATION OF BANGLADESH

ADMISSION NOTICE

FOR THE CERTIFICATE COURSE ON DIABETOLOGY

Applications are invited from doctors (MBBS or equivalent) registered with BMDC for

admission in to the session July-December 2010 of the Certificate Course on

The Bangladesh Diabetic Somiti with experts from the Open University, UK has

introduced this 6-month course through distance learning. The standard of the course is

Prospectus and application form can be obtained at a cost of taka 500.00 only from the

office of the Course Co-ordinator, Distance Learning Project (DLP), Room no. 322-B,

2nd floor, BIRDEM, Shahbagh, Dhaka, from 8 am to 2 pm from 28 March to 15 May

2010. Currently the course is being conducted in centres at Dhaka, Chittagong,

Rajshahi, Mymensingh, Faridpur, Rangpur, Sylhet & Khulna. Candidate can choose

☐ Name of the selected candidates will be published at the DLP notice board at

JAMIL ON 01746274243.

01726176675

01715028118.

C-503

C-499

C-501

2 Car Parking. Please call: 8854065/67,01712009626

Bathroom, Big Drawing, Dining, 7 Split Type AC near Nordic Club at Gulshan -2 &

TO-LET

3,000 sft, 4 Bedroom, 4

TO-LET Lake view fully furnished luxurious 3 Bed on 4th floor @ Gulshan-1, Rd-29, Another @ Gulshan-2, Contact :01711787143, 01916296990,8833678

## TO-LET

Full Furnished , 2200 sft , 4 Bed, D/D, SRT, park - 01, Generator Support- Light & Fan , Only for Foreigners. Please Call:

8854065/67,01975244821

Ready Flat Sale

Gulshan<sup>\*</sup>

2833 Sft.

(4 Bed, 2 Parking, South Facing)

1840, 2354 Sft. (Corner Plot)

01195012001, 01195012020

01195012003

Prof AK Azad Khan

Chairman, Distance Learning Project &

President, Diabetic Association of Bangladesh

#### For SALE OFFICE / SHOP / SHOWROOM / APT Gulshan (Comm) Dhanmondi (Comm) (Comm) Banglamotor Shamoly (Comm) (Comm) Kakrail (Comm/Res Purana Paltan Shantinagar Bashundhara Gulshan Mirpur Rampura Progati Sarani Narayangoni Link Road, Bhuigar (Comm/Res) Cell: 01198011887, 01746660011

জাম চাহ

धानप्रक्ति, काकराहेन, मास्त्रिनगत, शिनगाँउ

এলাকায় ৫ কাঠা বা তদুর্থ জমি জরেন্ট তেখারে ফ্রাট নির্মাণের জন্য নির্ভেঞ্জাল জমির

প্রকৃত মালিক গণের দৃষ্টি আকর্ষণ করছি।

*८*वीन # ८८०४८४४४७, ०५७९५७० अ१७५

OMMERCIAL SPACE/RESIDENTIAL APT.

वनानी, अग्राती, भ्रांचन वांगीहा,

## আইনগত বিজ্ঞপ্তি

আমার মকেল, মোঃ আবদুল মোকতাদির পিতা- জনাৰক, আ, ক, ম, আবদুল মান্নান, ৬/এ, নয়া পল্টন, ঢাকা-১০০০, নিম্নলিখিত ভফসিলে এপার্টমেন্ট ক্রেয় করার জন্য বিক্ৰেতা জনাব, দৃংকে মোণতাক খান, পিতা- মৃত পুৎফর রহমান খান, ব্যবস্থাপন পরিচাপক, ক্লাসিক প্রপার্টিজ লিঃ এর সহিত এক চুক্তিতে আবদ্ধ হইয়াছেন। উল্লেখিত সম্পত্তিতে কাহারো কোন দাবী/আপত্তি থাকিলে তাহা অত্র বিজ্ঞপ্তি প্রকাশের (৭) সাত দিনের মধ্যে নিম্ন ঠিকানার যোগাযোগ कदात जना जनुरताथ जानीरेना याटक, অন্যথায় তফসিপভূক্ত এপার্টমেন্ট নিষ্কটক বলিয়া গণ্য হবে।

এপার্টমেন্টের নাম: গান্ধী ক্লাসিক, ফ্যাট নং- ২এ, ৩য় তলা, ১৮৩০ বর্ণফুট, বাড়ী নং-১০, সড়ক নং- ২৩/সি, ফলশান-১,

মোঃ তাইফুর কবীর এডভোকেট, সুপ্রীম কোর্ট ৪০২৩(ক) এনেক্স ভবন সুখ্রীম কোট আইনজীবী সমিতি, ঢাকা।

# Need Woven Stock lot Factory

(OFFICE, BANK, INSURANCE, SHOWROOM) Road, Banglamotor, Dhaka.



## Diabetic Association, Comilla

Bagichagaon, Comilla Phone: President: 76393

Office: 64169, 65145

quotation in favour of Diabetic Association, Comilla.

The undersigned reserves the right to accept or reject any quotation whatsoever might be the rate.

Dr Md Khorshed Alam Convenor, Purchase Sub-Committee C-502 Diabetic Association, Comilla

A renowned group wants to make STOCK LOT GARMENTS in a Factory within Dhaka region. Interested stock lot making factories are requested to contact urgently to Cell: 01711-563 235

# SPACE FOR SALE / RENT

1st & 2nd floor, Per floor-4,225.00 Sft. Nur-Jehan Tower, 2No.Outer Circular

Tel-8833913, 8860054, 9887334

General Secretary: 76893

Ref No. DA.Com/44/2010

Date: 21/3/10

## **Tender Notice**

Sealed quotations are invited from the bonafide suppliers for supplying a Microbus of 2000cc or above for Comilla Diabetic Hospital specifying the country of origin, value, warranty etc of the same. The quotations are to be submitted to the undersigned by 12 noon on 31/03/2010 at the latest. 10% Bank Guarantee of the quoted value is to be ensured from the concerned bank of the bidder with the

## Sales Manager for Garments Accessories

Opex Garments and Sinha Textile Group is looking for efficient professionals for its Apparel Accessories Units (Button, Label & Sewing Thread) for following posts: Sales Manager / Sr. Executive / Executive/ Management Trainee for Apparel Accessories Business

- Manager be capable to lead, supervise and control sales team. Achieve monthly / yearly sales target set by the company management. Ensure achievement of customer
- satisfaction index set by the management. Adequate experience as per required post. Management Trainee may be fresh or having some experience but must have aptitude of Salesmanship.
- M.Com. / MBA / Bachelor Degree in Textile Engineering.

If you feel you are the right person we are looking for, please send your detailed resume with a recent passport size photograph no later than 15 April 2010 to Executive Director, Accessories Units, Opex & Sinha Textile Group, 82 Mohakhali C/A, Dhaka - 1212. Or by e-mail to accessories@opexgroup.com

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7-9, Kawran Bazar C/A, BTMC Bhaban (1st Floor), Dhaka-1215 Tel:9140160, 9118069, Fax:8151082, Mail:haygr@citech-bd.com

# VACANCY ANNOUNCEMENT

A large well-reputed health care organization working for the last thirty-six years wishes to recruit the following professionals. The company seeks high caliber candidates who would join us and meaningfully contribute to the efforts to reach the organization's goal.

### SECRETARY/COORDINATION EXECUTIVE - 2 positions

The incumbents will work with CEO or Chairperson of the organization and will be responsible for full office management including correspondence, documentation, reporting and other secretarial functions. Facilitate in preparing draft correspondences, memos, minutes of the meetings and other tasks as and when instructed by the management. Assist with appointments and visitor service, and maintain departmental/divisional and external communications.

#### Qualification and Experience:

- Masters in any discipline. MBA will get preference
- Preferably 7 10 years professional experience as secretary to the CEO/MD of any reputed organization
- Ability to liaison with UN Organizations, donor agencies and Govt. Offices
- Good interpersonal communication and organizing skills
- Good command over English and Bangla language both in writing & speaking
- Computer proficiency in MS Office Application suite

Prospective candidates may apply in strict confidence with detailed CV and two copies of recent passport size color photographs by April 6, 2010 to the Box No. A-26, The Daily Star, 19 Karwan bazar, Dhaka- 1215.

Please mark the position applied for, on the top of the envelope.

\* We are an equal opportunity employer.

# **Position Vacancy Announcement**

☐ Last date of submission of application form: 15 May 2010

☐ Last date of admission of the selected candidate: 24 June, 2010

☐ Inauguration of the course will be on : Friday 30 July, 2010 at BIRDEM

The United States Agency for International Development/Bangladesh (USAID) invites applications from Bangladeshi nationals for the position of Administrative Assistant for its Program Office (PRO).

The Administrative Assistant will serve as one of two administrative assistants for

PRO, a central operational and coordinating unit of the USAID Mission in Dhaka. S/he will be responsible for overall administrative and logistical support, managing information and records, and coordinating communications to contribute to an efficient and properly functioning Program Office. The position involves relationships and support functions that often relate to the entire USAID Mission particularly in the correspondence, records management, coordination and communication functions. Support functions involve close coordination with EXO, OFM and the Mission Director's offices as well as with technical office teams and logistical coordination with other donors and the Bangladesh government. The incumbent will have a solid working knowldege of Mission procedures and USAID

Under the direction of the Program Office Director, the Administrative Assistant will oversee PRO administrative and logistical support, including: timekeeping, travel support, supplies and services, team meetings, and procedural requirements for new administrative applications (e.g. e-travel, e-services, WebTA, USAID University Web site and security related reporting requirements). S/he will also serve as Mission Bangla Typing Specialist.

The Administrative Assistant will oversee information and records management within Program Office. S/he will be responsible for the following: ensure official electronic and hardcopy filing systems are in accordance with USAID policies; oversee and support document processing; and provide timely processing of responses to tasks. S/he will help determine the best format for maintaining information, including creating and maintaining databases, spreadsheets and document files. The Assistant will maintain updated and accurate inventories of briefing materials and assist with filing and storage of electronic photos.

The Administrative Assistant will ensure consistent point of contact presence for the office, answer phone calls, interfacing with visitors and answering general enquiries. S/he will provide specialized information related to PRO records, unsolicited applications and letters, coordination with the Economic Relations Division of the Ministry of Finance and other government offices and donors, and website-related information. The Assistant will oversee the processing and distribution of all incoming mail, faxes and messages, using judgment to assess the importance and due dates. S/he will maintain and coordinate the Program Office calendar and leave plan, internal and donor contact information, and document clearance tracking through database and word applications. S/he will serve as or supervise the main Point of Control for all Program Office incoming and outgoing documents and correspondence.

### Required Qualifications:

The applicant should be a Bangladeshi national. The applicant must be able to pass security clearance and health screening for fitness to work. Women and minorities are encouraged to apply. USAID is an equal opportunity employer.

1. Education: Completion of College (Higher Secondary Schooling) is required.

Also some secretarial training is required. 2. Language Proficiency: Incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written

3. Prior Work Experience: From three to five years of progressively responsible secretarial, clerical and/or receptionist experience in an English speaking office environment. At least one year of work experience in international development assistance, such as working for a foreign donor or for development project implementor, or working for a foreign company is highly desireable.

4. Knowledge: Familiarity with development issues and ability to become acquainted with overall strategy, activities and procedures the agency.

Skills and Abilities: Computer software skills include: MSOffice functions, MSWord, Excel, and Powerpoint are required; Access database and Bangla typing skills is required.. Ability to read and understand instructions and procedures and thereby become rapidly familiar with administrative procedures and requirements. Ability to organize and prioritize multiple tasks in a demanding environment, identify possible discrepancies in information, monitor key data and other trends, call appropriate attention to problems and tanacity to follow-up on action items. Ability to draft basic office correspondence and complete forms neatly and accurately. Excellent communication and interpersonal skills to politely and understandably respond to visitors and queries and ability to work in a team-oriented environment.

Interested applicants must submit a resume along with a recent photograph and a one-page cover letter stating his/her motivation, level of education, relevant experience and other qualifications for this position. No other documentation will be accepted. Please submit to the Human Resources Section, GPO Box 2593, Ramna, Dhaka-1000, no later than April 18, 2010. Applications received beyond the date specified will not be considered. Only short-listed candidates will be notified.

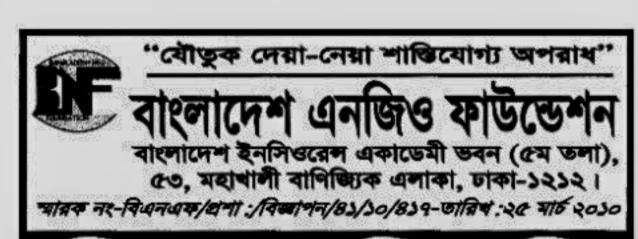
#### VACANCIES IN A LUXURY, BOUTIQUE HOTEL MAINTENANCE ENGINEER RESTAURANT MANAGER

Candidates should possess a very good command of spoken English, previous experience in similar capacities, preferably in a star class hotel. For the position of Maintenance Engineer, professional qualification will be a distinctive advantage. For the position of Restaurant Manager public relations skills will be an added advantage.

The positions carry an excellent salary package with added fringe benefits. Forward a complete resume, including details of two non-

related referees within 7 days to;

ROYAL PARK RESIDENCE HOTEL, No. 85, Road No. 25-A, Block-A, Banani, Dhaka-1213. recruitment@royalparkbd.com



### নয়োগ বিজ্ঞপ্তি বাংলাদেশ এনজিও ফাউভেশন (সরকারী উদ্যোগে স্থাপিত একটি স্ব-শাসিত প্রতিষ্ঠান)-এ নিমুলিখিত পদে প্যানেল প্রস্তুত করার জন্য

বাংলাদেশের প্রকৃত নাগরিকদের নিকট থেকে দরখান্ত আহ্বান করা যাচ্ছে। পদের নাম ঃ জ্বনিয়র এক্সিকিউটিভ অফিসার (আইটি) বেতন ঃ সর্বসাকল্যে ১৩,৮৫০.০০ টাকা (শীঘই পরিবর্তন হবে)। শিক্ষাগত যোগ্যতা ঃ কোন অনুমোদিত বিশ্ববিদ্যালয় থেকে বিএসসি ইন কম্পিউটার সায়েন্স এন্ড ইঞ্জিনিয়ারিং বা বিএসসি অনার্স ইন কম্পিউটার সায়েন্স বিষয়ে কমপক্ষে দ্বিতীয় বিভাগে উত্তীর্ণ হতে হবে অথবা সিজিপিএ ২.৫০ (৪.০০ এর ক্ষেত্রে) অথবা সিজিপিএ ৩.৫০ (৫.০০ এর ক্ষেত্রে) থাকতে হবে। শিক্ষা জীবনে কোন পরীক্ষায় তৃতীয় বিভাগ বা উল্লেখিত সিজিপিএ-এর কম গ্রহণযোগ্য হবে না। **जिल्ला १ २ वहरत्रत्र वास्त्र जिल्ला मह निस्माङ विषया भारतभी २८७ २८४ ।** PC trouble shooting and management, Installation and Configuration of new PC, Local Network (LAN) and Internet system management, Development & Maintenance of Website, helping office staffs for effective use of PCs, Printers and all kinds of IT equipments, Communication with Vendors, MIS Management, Security Management of IT Systems etc.

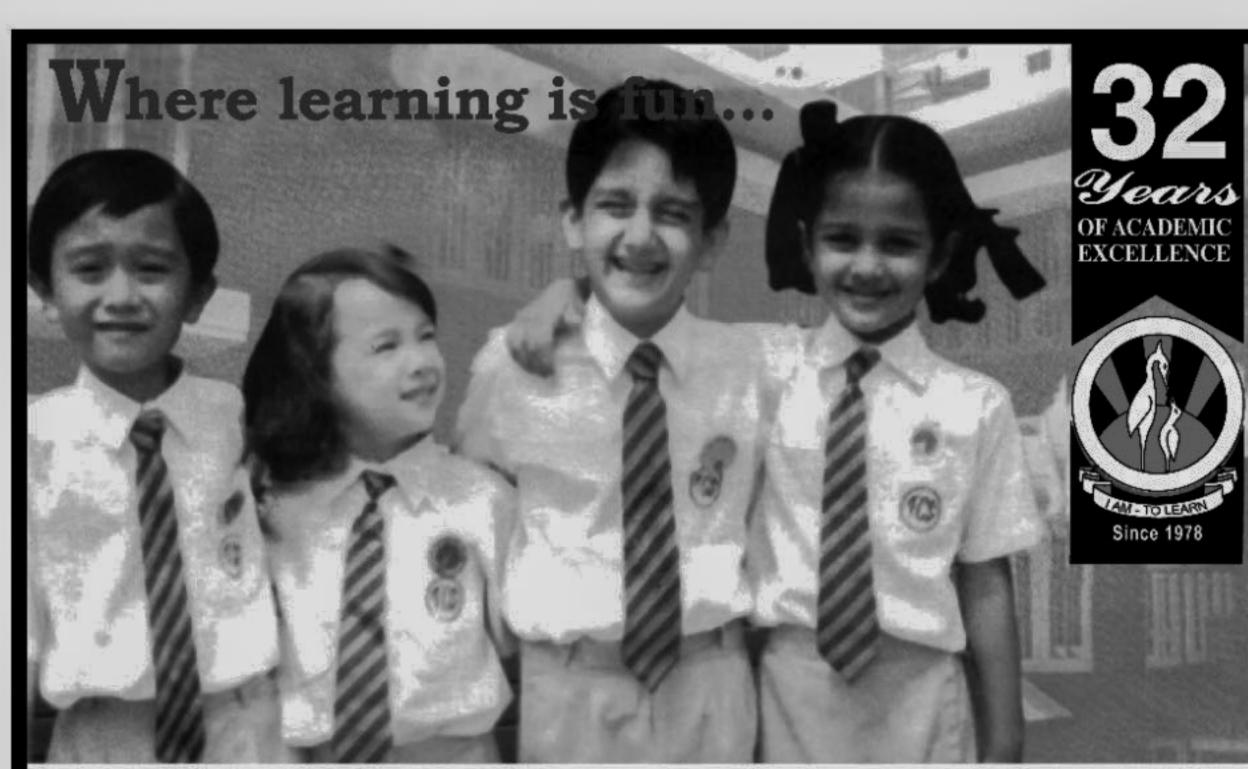
শর্তাবলীঃ ১। আবেদনপত্রে নিম লিখিত তথ্য গুলি পর্যায়ক্রমে উল্লেখপূর্বক ব্যবস্থাপনা পরিচালক, বাংলাদেশ এনজিও ফাউভেশন, বাংলাদেশ ইনসিওরেল একাডেমী ভবন (৫ম তলা), ৫৩, মহাখালী বা/এ, ঢাকা-১২১২ বরাবরে আগামী ১১ এপ্রিল ২০১০ তারিখের মধ্যে পৌছাতে হবে ঃ (ক) প্রার্থীর নাম; (খ) পিতা/স্বামীর নাম; (গ) মাতার নাম; (ঘ) বর্তমান ঠিকানা; (৬) স্থায়ী ঠিকানা; (চ) জন্ম তারিখ (১১/০৪/২০১০ তারিখে সর্বোচ্চ ৩০ বছর): (ছ) জাতীয়তা: (জ) ফোন নম্বর ও (ঝ) শিক্ষাগত যোগ্যতা।

২। আবেদনপত্রের সাথে প্রথম শ্রেণীর গেজেটেড কর্মকর্তা কর্ত্তক সত্যায়িত সকল শিক্ষাগত যোগ্যতা ও অভিজ্ঞতার সনদপত্র এবং সদ্য তোলা ০৩ কপি পাসপোর্ট সাইজের রঙ্গিন ছবি সংযুক্ত করতে হবে । খামের উপর অবশ্যই পদের নাম উল্লেখ করতে হবে । ৩। বাংলাদেশ এনজিও ফাউভেশনের অনুকূলে সোনালী ব্যাংকের যে

(অফেরতযোগ্য) আবেদন পত্রের সাথে যুক্ত করতে হবে । ৪। ক্রটিপূর্ণ/ অসম্পূর্ণ বা বিলমে প্রাপ্ত আবেদনপত্র বাতিল বলে গণ্য হবে। কোন প্রকার ব্যক্তিগত সুপারিশ (lobbying /Canvassing) প্রার্থীর অযোগ্যতা হিসেবে গণ্য হবে।

কোন শাখা হতে ৩০০/- (ভিনশত) টাকার ব্যাংক ড্রাফট/পে-অর্ডার

ব্যবস্থাপনা পরিচালক বাংলাদেশ এনজিও ফাউভেশন।



# The City School International Dhaka

The City Ichool International has 32 years of experience in providing world-class education. It is part of one of the largest and most progressive chains of schools in Asia and the Middle East, with 170 branches. An advanced Montessori Programme and a curricular at par with similar institutions in the UK is one of the unique aspects of The City School International.

Activity based teaching according to Montessori methods

Extra-curricular activities including drama, music, art, games, swimming, danding, martial arts, Boys' Scouting and Girls'Guiding

 Full involvement of parents Only 25 students per class

State-of-the-art computer labs and libraries French language classes Free remedial classes

Courses lead to Cambridge examinations

100% result in O' Level and A' Level examinations Information and Communication Technology Programme at all levels

Inter-country transfers possible

Teacher training programmes in collaboration with UK Universities

 NO yearly charge Section I - Gulshan 2

Section II - Gulshan 2

Section III - Banani

Venue : Section-I

Branches in Malaysia, UAE, Pakistan & Saudi Arabia

Open House Day

Gulshan-2, Dhaka-1212.

171 (NWF-4), Gulshan Avenue,

Date: 10th April 2010 (Saturday)

Time : 10.00 a.m. to 4.00 p.m

171 (NWF-4), Gulshan Avenue, Gulshan-2, (Opp. Australian High Commission), Dhaka- 1212, Bangladesh. Tel: 8854041 Fax:88-02-8854043, Mobile: 01714-110093, E-mail: info@tcs-dhaka.com, tcsdhaka@dhaka.net, Web: www.tcs-dhaka.com

Leaders in the world of education

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