

RESTRICTED



BAF SHAHEEN ENGLISH MEDIUM COLLEGE (SEMC)
TEJGAON, DHAKA-1206
VACANCY ANNOUNCEMENT - 2023

Ser No	Designation	Number of vacancy	Qualification/ Experience
1	Senior Teacher- Mathematics 33000-5x1400-40000-10x1600-56000	01	2nd Class/Div or equivalent CGPA in Masters Degree in related subject (Preferably from English Medium stream). Minimum 4 years teaching experience in related subject in any English Medium school. Preference will be given to candidates capable in teaching Further Maths in A Level.
2	Junior Teacher- Mathematics 14875-5x800-18875-10x1000-28875	02	2nd Class/Div or equivalent CGPA in Bachelor Degree in related subject (Preferably from English Medium stream). Candidates with Masters Degree will be given preference.
3	Junior Teacher – Biology 14875-5x800-18875-10x1000-28875	01	2nd Class/Div or equivalent CGPA in Bachelor Degree in related subject (Preferably from English Medium stream). Candidates with Masters Degree will be given preference.
4	Junior Teacher – Chemistry 14875-5x800-18875-10x1000-28875	01	2nd Class/Div or equivalent CGPA in Bachelor Degree in related subject (Preferably from English Medium stream). Candidates with Masters Degree will be given preference.
5	Junior Teacher – English 14875-5x800-18875-10x1000-28875	01	2nd Class/Div or equivalent CGPA in Bachelor Degree in related subject (Preferably from English Medium stream). Candidates with Masters Degree will be given preference.
6	Librarian 14875-5x800-18875-10x1000-28875	01	Bachelor Degree/equivalent CGPA in related subject from recognized university or Bachelor Degree from recognized university with Diploma-in-Library Science.
7	Accountant 11300-11870-12470-13100-13760- 14450-15180-15940-16740-17580- 18460-19390-20360-21380-22450- 23580-24760-26000-27300	01	Bachelor degree (BS) from recognized university with experience in computer operation. One 3 rd division / class / equivalent GPA at any level of the academic career is acceptable.
8	Front Desk Executive 11000-11550-12130-12740-13380- 14050-14760-15500-16280-17100- 17960-18860-19810-20810-21860- 22960-24110-25320-26590	01	Bachelor Degree with second division/ class or equivalent CGPA in all exams. Fluent in English Communication of having computer literacy MS Excel & MS Word.
9	Lab Attendant (Computer) 8800-9240-9710-10200-10710-11250- 11820-12420-13050-13710-14400- 15120-15880-16680-17520-18400- 19320-20290-21310	01	SSC Passed and should be capable of running a computer lab including software and hardware related issues.

Procedure for Application:

Job application form is available at the college website (www.bafsemc.edu.bd). Complete job application form along with two copies of recent passport size photographs, attested copies of all certificates, NID, No Objection Certificate (NOC) from the current employer (if any) and Bank Draft/Pay Order/bkash payment of Tk **500/- for serial no 1 to 6 and Tk 300/- serial 7 to 9** from any branch of Agrani Bank Limited and Dutch Bangla Bank Limited (DBBL) or **Bkash payment to 01912086763 (Name of applicant and post applied for to be written)** in favour of BAF Shaheen English Medium College (SEMC) should reach the college office by **25 July 2023 from 0900 hrs to 1430 hrs** (except holidays).

Tests: Date and time for written test will be published in college website (www.bafsemc.edu.bd) after the application deadline. Date and time for class demonstration/practical and viva-voce of selected candidates will be intimated in due course of time.

NB: Please deposit your application with required document in the Application box of the SEMC office from 0900 hrs to 1430 hrs (except holidays).

Principal

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