

Applicants Manual

Available Jobs

অধ্যাপক (তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ)

June 24,2019 - July 17,2019

VIEW DETAILS

সহকারী অধ্যাপক (তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ)

June 24,2019 - July 17,2019

VIEW DETAILS

প্রভাষক (তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ)

June 24,2019 - July 17,2019

VIEW DETAILS

অধ্যাপক (শিক্ষা বিভাগ)

June 24,2019 - July 17,2019

VIEW DETAILS

সহকারী অধ্যাপক (শিক্ষা বিভাগ)

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VIEW DETAILS

প্রভাষক (শিক্ষা বিভাগ)

June 24,2019 - July 17,2019

VIEW DETAILS

রেজিস্ট্রার

June 24,2019 - July 17,2019

VIEW DETAILS

পরিচালক (অর্থ ও হিসাব)

June 24,2019 - July 17,2019

VIEW DETAILS

পরিচালক (ইনস্টিটিউট ফর অনলাইন এন্ড ডিসট্যান্ট লার্নিং)

June 24,2019 - July 17,2019

VIEW DETAILS

মিনিয়র সিস্টেম এনালিস্ট

June 24,2019 - July 17,2019

VIEW DETAILS

উপ-পরিচালক (অর্থ ও হিসাব)

June 24,2019 - July 17,2019

VIEW DETAILS

উপ-পরিচালক (পরিকল্পনা ও উন্নয়ন)

June 24,2019 - July 17,2019

VIEW DETAILS

ডাটাবেজ এডমিনিস্ট্রেটর

June 24,2019 - July 17,2019

VIEW DETAILS

নেটওয়ার্ক ইঞ্জিনিয়ার

June 24,2019 - July 17,2019

VIEW DETAILS

Notice

- Job Circular Teacher
- Job Circular Employee
- Job Application Manual

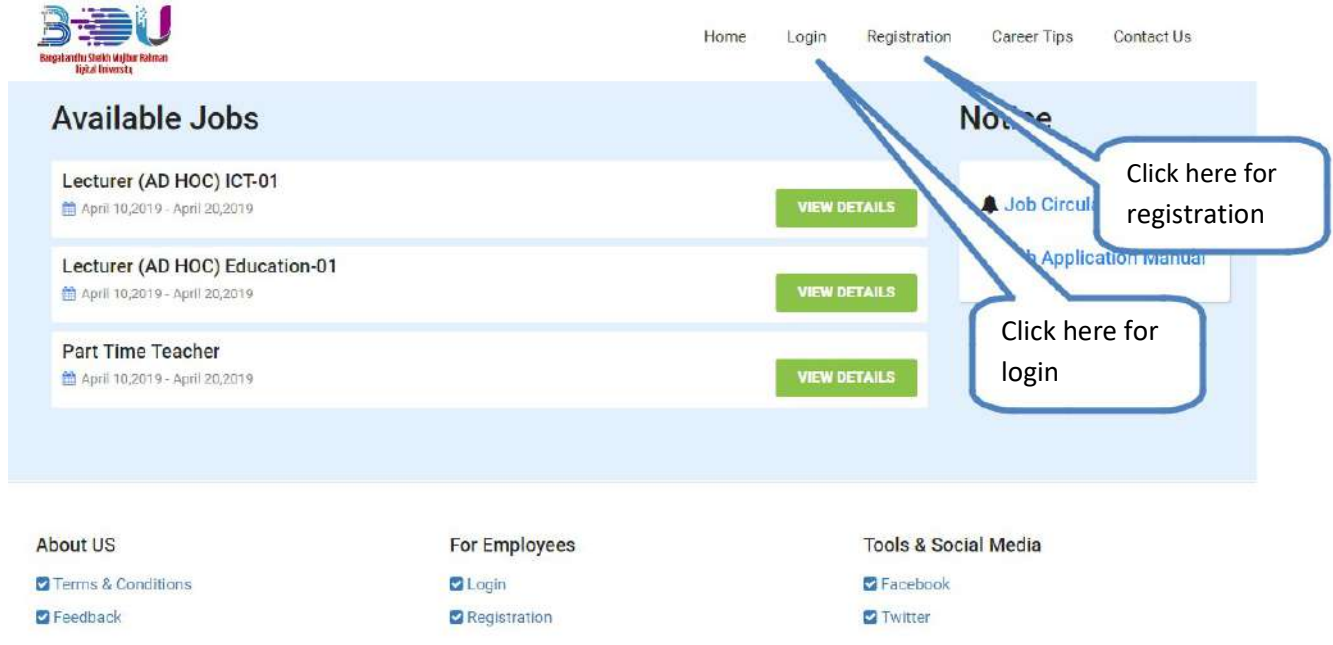
BDU JOB APPLICATION PROCESS SUMMARY

Note: First read the job circular carefully and then start the application process which is following:

1. Click **REGISTRATION** link and fill-up the form to complete your registration.
2. Click **LOGIN** link and login to the software using Username/Mobile No and Password.
3. Click **EDIT RESUME** link and update your resume / profile information according to job circular criteria. Specially education and experience information. (জব সার্কুলার অনুযায়ী আপনার RESUME / প্রোফাইল এ ইনফরমেশন ADD করুন).
4. Click **AVAILABLE JOBS** link and then **VIEW DETAILS** of the job which you want to apply.
5. Click **APPLY ONLINE** button.
6. Click **APPLIED JOBS** link to see your applied job list.
7. See the payment instruction against the particular job. Complete your payment using **DBBL Mobile Banking (ROCKET)**.
8. Click **APPLIED JOBS** link to see Job related all notification.

BDU JOB APPLICATION PROCESS DETAILS

Go to the link: <http://jobs.bdu.ac.bd> and will get the following screen:



The screenshot shows the BDU Job Portal Home Page. The header includes the BDU logo and navigation links: Home, Login, Registration, Career Tips, and Contact Us. The main content area features a section titled "Available Jobs" with three job listings:

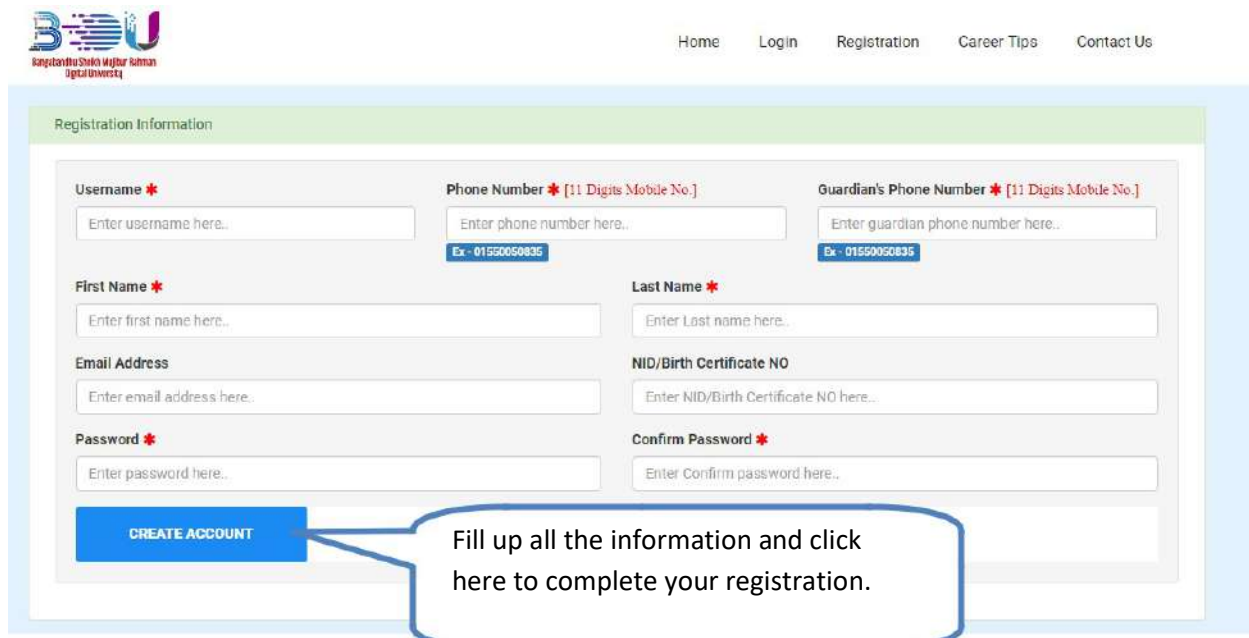
- Lecturer (AD HOC) ICT-01 (April 10, 2019 - April 20, 2019) with a "VIEW DETAILS" button.
- Lecturer (AD HOC) Education-01 (April 10, 2019 - April 20, 2019) with a "VIEW DETAILS" button.
- Part Time Teacher (April 10, 2019 - April 20, 2019) with a "VIEW DETAILS" button.

Two callout boxes are present: one pointing to the "Registration" link in the header with the text "Click here for registration", and another pointing to the "Login" link with the text "Click here for login".

The footer contains three columns of links:

- About US:** Terms & Conditions, Feedback
- For Employees:** Login, Registration
- Tools & Social Media:** Facebook, Twitter

After click on **Registration** link you will get the following page:



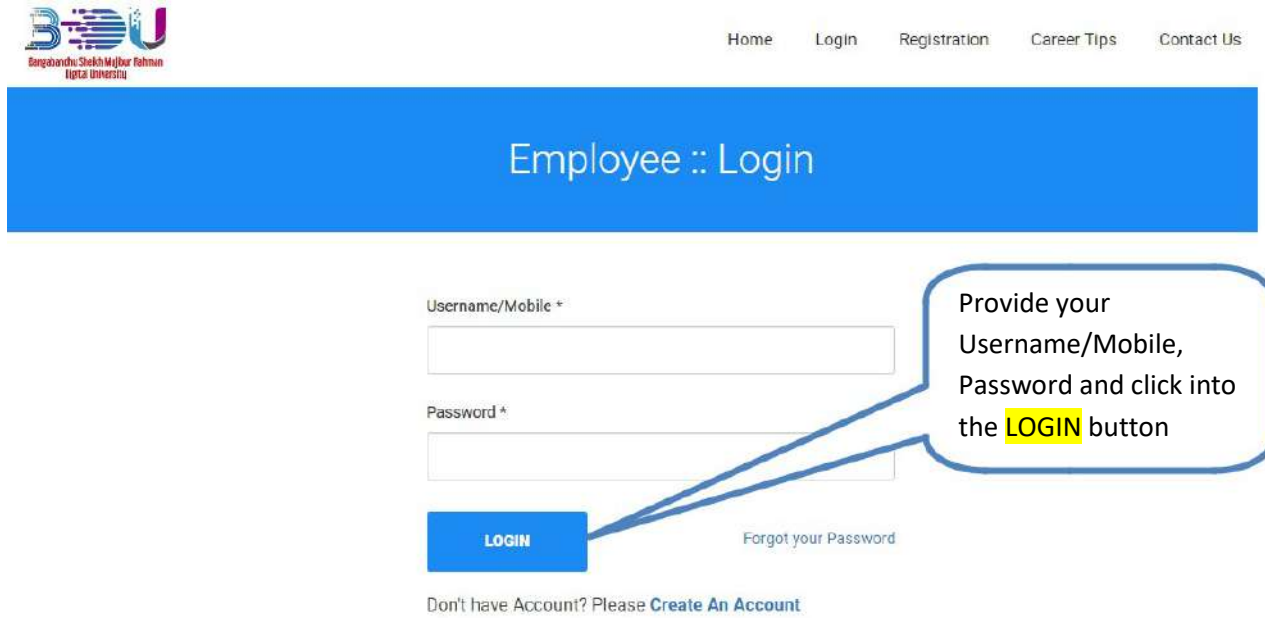
The screenshot shows the BDU Job Portal Registration Information page. The header includes the BDU logo and navigation links: Home, Login, Registration, Career Tips, and Contact Us. The main content area features a registration form with the following fields:

- Username *
- Phone Number * [11 Digits Mobile No.] (Ex: 01550050835)
- Guardian's Phone Number * [11 Digits Mobile No.] (Ex: 01550050835)
- First Name *
- Last Name *
- Email Address
- NID/Birth Certificate NO
- Password *
- Confirm Password *

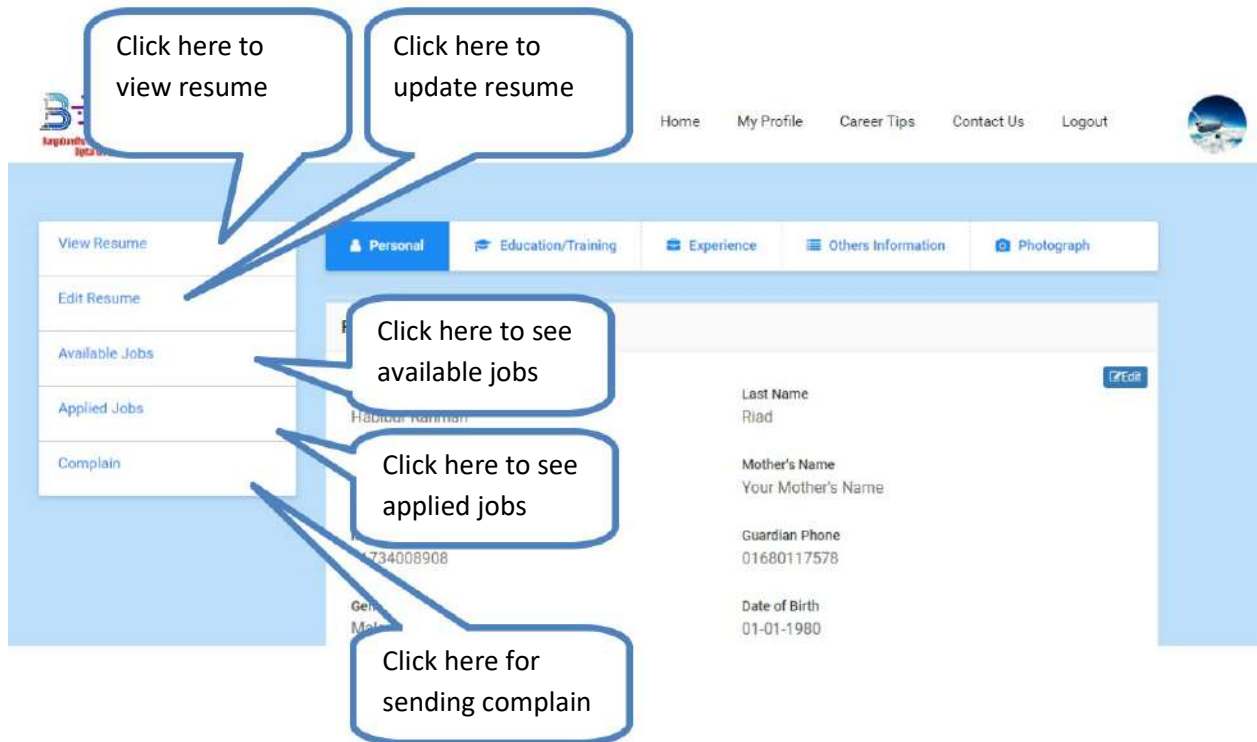
A blue "CREATE ACCOUNT" button is located at the bottom left of the form. A callout box points to this button with the text: "Fill up all the information and click here to complete your registration."

Note: after successful registration you will get SMS and auto login to the system.

After click on **Login** link you will get the following page:



After Login you will get the following screen.



After Click on **Edit Resume** link you will get the following screen.

The screenshot shows the 'My Profile' page of the BDU Job Portal. The page is divided into several sections:

- Top Navigation:** Includes 'My Profile', 'Career Tips', and 'Logout'.
- Left Sidebar:** Contains links for 'View Resume', 'Edit Resume', 'Available Jobs', 'Applied Jobs', and 'Complain'.
- Main Content Area:** Features a tabbed interface with 'Personal', 'Education/Training', 'Experience', 'Others Information', and 'Photograph' tabs. The 'Personal' tab is active, showing 'Personal Details' with fields for 'First Name' (Rahman), 'Last Name' (Riad), 'Gender' (Male), and 'Date of Birth' (01-01-1988). An 'Edit' button is visible in the top right corner of the 'Personal Details' section.

Callouts provide instructions for each section:

- Experience:** 'Click here to add experience.'
- Others Information:** 'Click here to add other information.'
- Personal Details:** 'Click here to add personal information.'
- Education/Training:** 'Click here to add education/training information.'
- Photograph:** 'Click here to add photograph.'
- Edit Button:** 'Click here to update personal information and will get the following page. For update any information click on the **Edit** link of the particular record in all pages.'

Note:

1. Click on the **Edit** link of the particular record in all pages for update any information.
2. After fill up all the necessary information and click on **SAVE** button in all pages.

After click on **Personal** >> **Edit** link you will get the following page:

The screenshot shows the 'Personal Details' form in the BDU Job Portal. The form is titled 'Personal Details' and has a 'Close' button in the top right corner. It contains several input fields and dropdown menus:

- First Name ***: Input field with 'Abdulla Al' entered.
- Last Name ***: Input field with 'Mamun' entered.
- Father's Name**: Input field with 'Your Father's Name' entered.
- Mother's Name**: Input field with 'Your Mother's Name' entered.
- Mobile Phone***: Input field with '01734008908' entered.
- Guardian Phone***: Input field with '01680117578' entered.
- Gender ***: Dropdown menu with 'Male' selected.
- Date of Birth ***: Input field with '01-01-1980' entered.

On the left side of the form, there is a sidebar menu with the following options: View Resume, Edit Resume, Available Jobs, Applied Jobs, and Complain. At the top of the form, there are navigation tabs: Personal, Education/Training, Experience, Others information, and Photograph.

.....
.....

This screenshot shows a portion of the BDU Job Portal form. It includes the following fields:

- Alternative Email**: Input field.
- Quota**: Dropdown menu with 'NO' selected.
- Relation with Freedom Fighter**: Dropdown menu with 'NO' selected.
- Career Objective**: Input field.
- Other Relevant Information**: Input field.

A blue callout box with a white background and a blue border points to the 'SAVE' button. The text inside the callout box reads: "Fill up all the necessary information and click on **SAVE** button".

After click on Education/Training link you will get the following page:

The screenshot shows the 'Academic Summary' form in the BDU Job Portal. The form is titled 'Academic Summary' and has a 'Close' button in the top right corner. It contains several fields for entering educational information:

- Level of Education ***: A dropdown menu with 'Bachelor/Honors' selected.
- Exam/Degree Title ***: A dropdown menu with 'Bachelor of Computer Application (BCA)' selected.
- Concentration/ Major/Group ***: A text input field with 'Software Engineering' entered.
- Result ***: A dropdown menu with 'First Division/Class' selected.
- Institute Name ***: A text input field with 'Dhaka University' entered.
- Marks (%) ***: A text input field with '55' entered.
- Year of passing ***: A dropdown menu with '2000' selected.
- Duration (Years) ***: A text input field with '4' entered.
- Certificate ***: A text input field with a placeholder 'no image' and a 'load Image' button below it. A red note below the field states: '(Only jpg & png file extension allowed and max size 512kb)'. An 'Add More Certificate' button is located below this field.
- Transcript/Mark Sheet/No Objection Certificate (only for Ph.D) ***: A text input field with a placeholder 'no image' and an 'Upload Image' button below it. A red note below the field states: '(Only jpg & png file extension allowed and max size 512kb)'.

At the bottom of the form, there is a blue 'SAVE' button and a green 'Add Education (If Required)' button. Below the form are sections for 'Professional Qualification' and 'Training Summary'. Callout boxes provide instructions:

- A callout box points to the 'Add Education (If Required)' button with the text: 'Click here to add more education information'.
- A callout box points to the 'SAVE' button with the text: 'Fill up all the necessary information and click on **SAVE** button'.
- A callout box points to the 'Training Summary' section with the text: 'Click here to add Training summary information'.
- A callout box points to the 'Professional Qualification' section with the text: 'Click here to add professional qualification information'.

After click on **Experience** link you will get the following page:

The screenshot shows the 'Experience History' section of the BDU Job Portal. The page has a blue header with the BDU logo and navigation links: Home, My Profile, Career Tips, Contact Us, and Logout. Below the header is a navigation bar with tabs for Personal, Education/Training, Experience (selected), Others Information, and Photograph. On the left side, there is a sidebar menu with options: View Resume, Edit Resume, Available Jobs, Applied Jobs, and Complain. The main content area is titled 'Experience History' and contains a form for adding an experience entry. The form is titled 'Experience Info :: 1' and includes the following fields: Institution/Organization Name (with 'BIG M RESOURCE LTD' entered), Designation (with 'Assistant Programmer' selected), Institution/Organization Activities, Department, Responsibilities (a large text area), Institution/Organization Location, Employment Period (with '01-04-2019' entered and a 'Continuing' button), Experience Type (with 'Select' selected), and Class (with 'Select' selected). Below these fields is a 'No. of Experiences' field and a 'Type Here' field. There is also a section for 'Experience Certificate' with a 'Choose File' button and a note: 'Experience Certificate (Only jpg, png & pdf file extension allowed and max size 512kb)'. At the bottom of the form are buttons for 'Experience Certificate', 'SAVE', and 'Add Experience'. Two callout boxes are present: one pointing to the 'Add Experience' button with the text 'Click here to add more experience information', and another pointing to the 'SAVE' button with the text 'Fill up all the necessary information and click on SAVE button'.

After click on Other Information link you will get the following page:

The screenshot shows the 'Other Information' page in the BDU Job Portal. The page has a light blue background. At the top, there is a navigation bar with links for Home, My Profile, Career Tips, Contact Us, and Logout. A user profile icon is visible in the top right corner. On the left side, there is a sidebar with links for Edit Resume, Available Jobs, Applied Jobs, and Feedback. The main content area is titled 'Area of Skills' and contains a form with the following sections: 'Skills' (with a text input field labeled 'Type Here'), 'Skills Description' (with a large text area), and 'Extra Curricular Activities' (with a text area). A blue 'SAVE' button is located at the bottom of the form. A callout box points to the 'SAVE' button with the text: 'Fill up all the necessary information and click on SAVE button'. Below the form are sections for 'Language Proficiency' and 'Reference'. The footer contains the text: 'jobs.bdu.ac.bd © 2019, All Rights Reserved. and Developed by BIGM Resources Limited.' and social media icons for Twitter and Facebook.

After click on **Photograph** link you will get the following page:

View Resume

Edit Resume

Available Jobs

Applied Jobs

Complain

Personal Education/Training Experience Others Information **Photograph**

Browse

Note - Profile Image Size Max Allowed 512KB, Dimension Max 400x400px

Save

Click here to select picture.

After upload picture click on **SAVE** button.

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After click on **Available Jobs** link you will get the following page:

View Resume

Edit Resume

Available Jobs

Applied Jobs

Complain

Home My Profile Career Tips Contact Us Logout

অধ্যাপক (তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ)
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June 24,2019 - July 17,2019

VIEW DETAILS

অধ্যাপক (শিক্ষা বিভাগ)
June 24,2019 - July 17,2019

VIEW DETAILS


সহকারী অধ্যাপক (শিক্ষা বিভাগ)
June 24,2019 - July 17,2019

VIEW DETAILS

Click here for **View Details**

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After click on [View Details](#) link you will get the following page:



[Home](#) | [Login](#) | [Registration](#) | [Career Tips](#) | [Contact Us](#)

Jobs Details

Lecturer (AD HOC) ICT-01

Reference Number: 37.01.4104.008.11.003.19/872

Job Description / Responsibility

- ▶ প্রার্থীকে আইসিটি/ আইটি/ কম্পিউটার সাইন্স অথবা সমতুল্য বিষয়ে সমমানের ৪ (চার) বছর মেয়াদি স্নাতক (সম্মান) ডিগ্রি থাকতে হবে।
- ▶ এস.এসসি, এইচ.এসসি ও স্নাতক, স্নাতকোত্তর পরীক্ষায় সকল ক্ষেত্রে প্রথম বিভাগ বা সিভিলিটি এর ন্যূনতম ৩.০০ অর্জন করতে হবে।
- ▶ আর্থসিটি এডুকেশন অথবা আইসিটি, অনলাইন এডুকেশন সমতুল্য বিষয়ে ডিগ্রিযোগ্য এবং লার্নিং ম্যানেজমেন্ট সিস্টেম ব্যবহারকরে শ্রেণী কার্যক্রম পরিচালনায় অভিজ্ঞদের অগ্রাধিকার দেয়া হবে।
- ▶ আবেদন তথ্য সঠিক ভাবে পূরণ করে প্রভাষক পদের জন্য ৬৫০/- নির্ধারিত ফি অনলাইনে জমা দিতে হবে।
- ▶ আবেদন করবে সচিব শিক্ষণিত যোগ্যতার সনদ, ইন্সক্রিপশন/মার্কশিট, প্রকাশশীল কপি অভিজ্ঞতার সনদ (যদি থাকে), জাতীয়তার সনদের সত্যায়িত ফটোকপি সংযুক্ত করতে হবে।
- ▶ কোন প্রতিক্রিানে চাকুরীরত প্রার্থীদের যথাযথ কর্তৃপক্ষের মাধ্যমে আবেদন করতে হবে এবং কর্তৃত পদের নিয়োগপত্র (বেতনকেল উল্লেখপূর্বক), ও আনুসঙ্গিক কাগজপত্র সংযুক্ত করতে হবে।
- ▶ প্রার্থীদের সাক্ষাৎকার/ পরীক্ষায় অংশগ্রহণের জন্য কোন টিএ/ ডিএ প্রদান করা হবে না।
- ▶ অসম্পূর্ণ আবেদনপত্র বাতিল বলে গণ্য হবে।
- ▶ নিয়োগ সংক্রান্ত বিষয়ে কর্তৃপক্ষের সিদ্ধান্তই চূড়ান্ত।

Minimum Educational Level
Graduate.

Educational Qualification Details

- ▶ প্রার্থীকে আইসিটি/ আইটি/ কম্পিউটার সাইন্স অথবা সমতুল্য বিষয়ে সমমানের ৪ (চার) বছর মেয়াদি স্নাতক (সম্মান) ডিগ্রি থাকতে হবে।
- ▶ এস.এসসি, এইচ.এসসি ও স্নাতক, স্নাতকোত্তর পরীক্ষায় সকল ক্ষেত্রে প্রথম বিভাগ বা সিভিলিটি এর ন্যূনতম ৩.০০ অর্জন করতে হবে।

Other Benefits

Application Deadline
20 April 2019

Job Summary

Published on: 10 April 2019
Vacancy: 1
Job Nature: AD HOC
Application Deadline: 20 April 2019

Social Share

[Facebook](#)
[Twitter](#)
[LinkedIn](#)
[Google Plus](#)

APPLY ONLINE

Click here for **APPLY**
ONLINE

About US

- Terms & Conditions
- Feedback



For Employees

- Login
- Registration

Tools & Social Media

- Facebook
- Twitter

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After click on **Applied Jobs** link you will get the following page:

Job Applied 4

From Date: DD-MM-YYYY To Date: DD-MM-YYYY Search

প্রভাষক (মৌলিক গণিত) (আরক নং- ৩৭.০১.৪১০৪.০০৮.১১.০০৩.২২-৩৭৫৯)

SL	Job Title	Job Application ID	Payment	Payment Method	Status
1.	প্রভাষক (মৌলিক গণিত) Applied on: 05 Dec 2022	JB8510003	Pay: 750 Status: Unpaid	Pay Now BDT 750 +Charge	Applied

প্রভাষক (ইইই) (আরক নং- ৩৭.০১.৪১০৪.০০৮.১১.০০৩.২২-৩৭৫৯) +

প্রভাষক (মৌলিক গণিত) (আরক নং- ৩৭.০১.৪১০৪.০০৮.১১.০০৩.২২-৩৭৫৯) +

প্রভাষক (তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ) (আরক নং- ৩৭.০১.৪১০৪.০০৮.১১.০০৩.২২-৩৭৫৯) +

After click on **Pay Now** link you will get all payment option:

Card Payment Manual

BDU Bangladesh Open University

bduacbd

Support FAQ Offers Login

CARDS MOBILE BANKING NET BANKING

VISA Mastercard Other Cards

Enter Card Number

MM/YY CVC/CVV

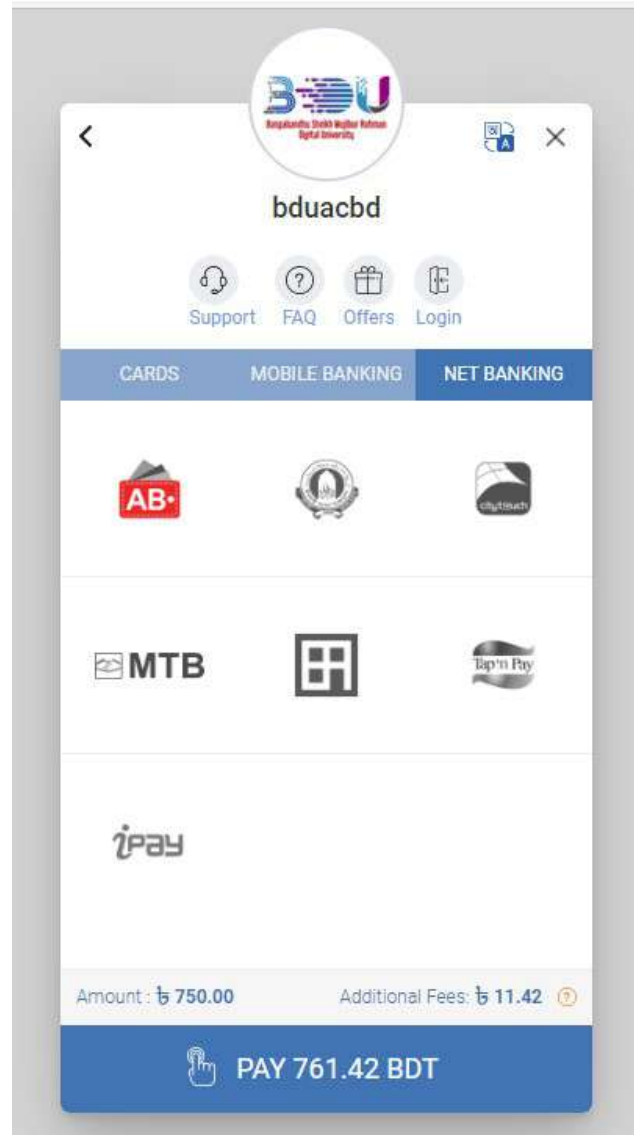
Card Holder Name

Save card & remember me

By checking this box you agree to our [Terms of Service](#) which is limited to facilitating your payment to **bduacbd**.

PAY 750.00 BDT

Net Banking Payment Manual



Authenticate using One-Time Password (OTP)

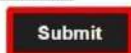
Your one-time password has been sent to your registered mobile phone number and/or email on file.

Transaction Details

Merchant: SSL-EDUCATION
Transaction Amount: Bt. 15228.42 BDT
Card Number: *****9189
Enter Code:

Put OTP Code

[Click here to receive another code](#)



Now Click on Submit

Exit

Mobile Banking System

