



# BDU JOB PORTAL

## Applicants Manual



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

### Available Jobs

অধ্যাপক (ভূখ্য ও যোগাযোগ প্রযুক্তি বিভাগ)

June 24,2019 - July 17,2019

[VIEW DETAILS](#)

সহকারী অধ্যাপক (ভূখ্য ও যোগাযোগ প্রযুক্তি বিভাগ)

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প্রভাষক (ভূখ্য 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)

June 24,2019 - July 17,2019

[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](#)

সিনিয়র 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](#)

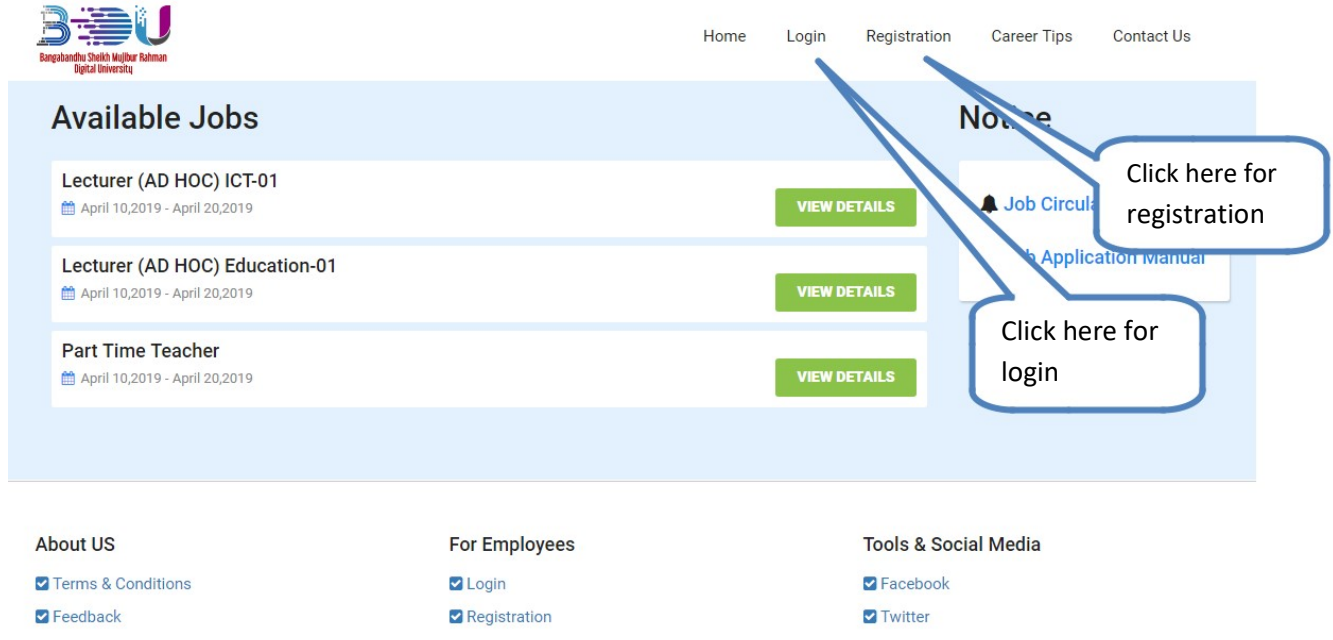
## **BDU JOB APPLICATION PROCESS SUMMARY**

**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 / প্রাফাই 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.

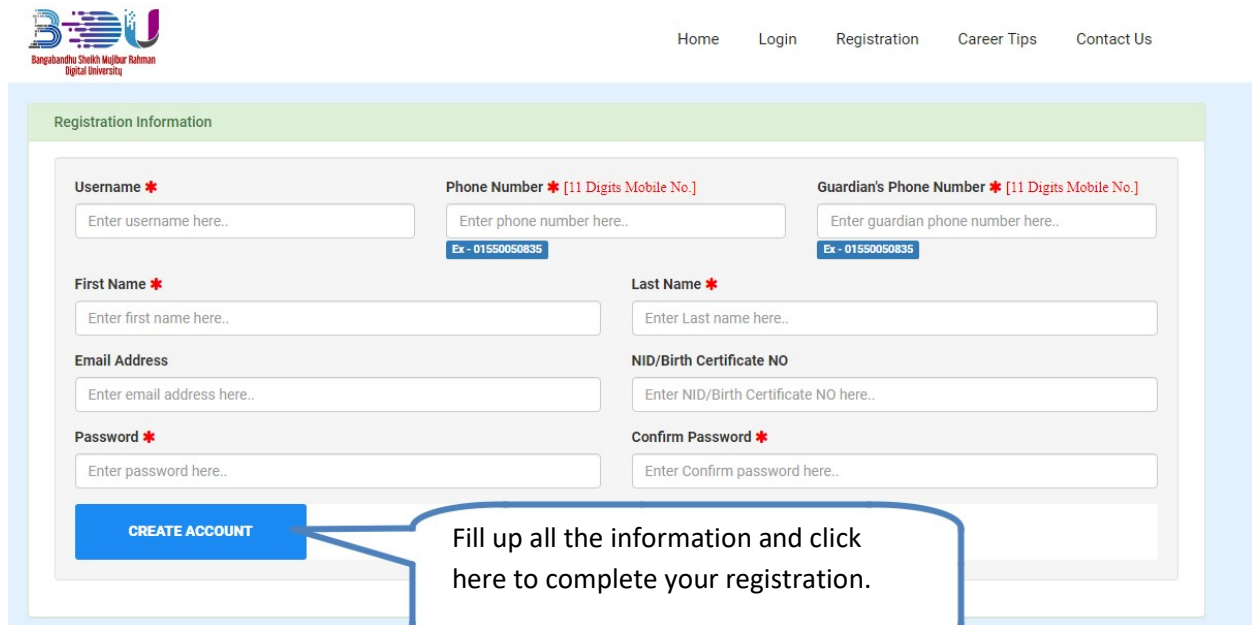
## BDU JOB APPLICATION PROCESS DETAILS

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 (Bangabandhu Sheikh Mujibur Rahman Digital University) and navigation links: Home, Login, Registration, Career Tips, and Contact Us. The main content area is titled "Available Jobs" and lists three job openings: "Lecturer (AD HOC) ICT-01", "Lecturer (AD HOC) Education-01", and "Part Time Teacher". Each job listing includes a date range (April 10, 2019 - April 20, 2019) and a "VIEW DETAILS" button. A "Notice" section on the right contains a "Job Circular" link and a link to the "Application Manual". Two callout boxes with arrows point to the "Registration" and "Login" links in the header, with text: "Click here for registration" and "Click here for login". The footer contains three columns: "About US" (Terms & Conditions, Feedback), "For Employees" (Login, Registration), and "Tools & Social Media" (Facebook, Twitter).

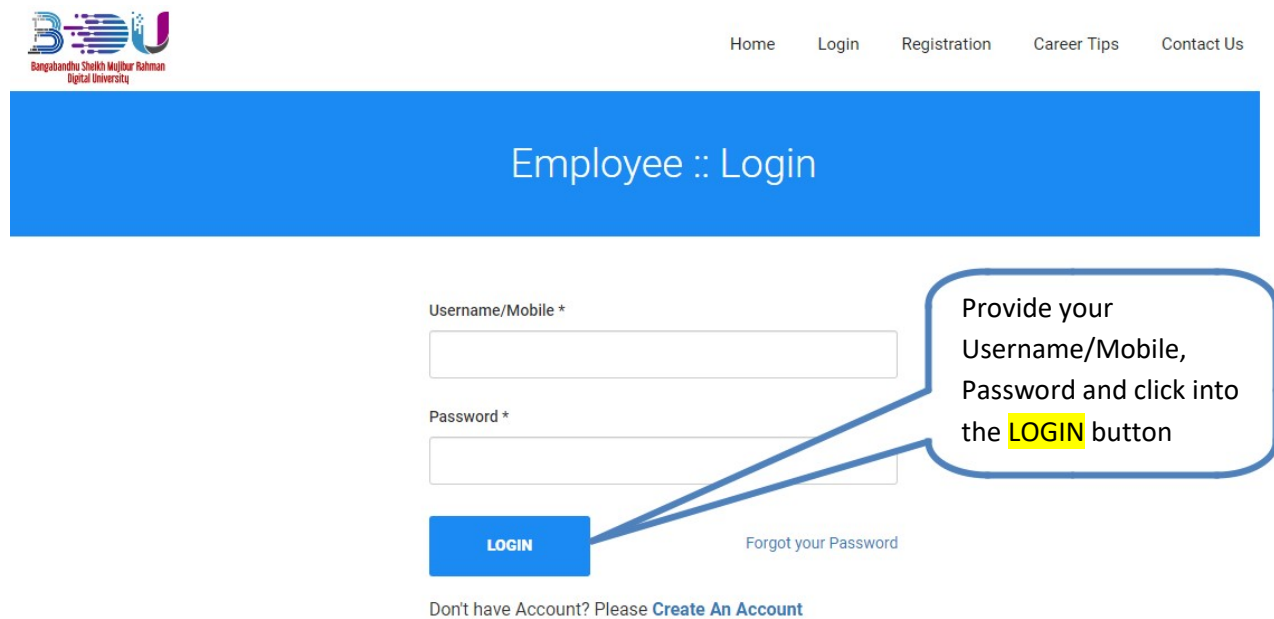
After click on **Registration** link you will get the following page:



The screenshot shows the BDU Job Portal Registration Page. The header is identical to the previous page. The main content area is titled "Registration Information" and contains a form with the following fields: "Username \*" (with a placeholder "Enter username here.."), "Phone Number \*" [11 Digits Mobile No.] (with a placeholder "Enter phone number here.." and an example "Ex - 01550050835"), "Guardian's Phone Number \*" [11 Digits Mobile No.] (with a placeholder "Enter guardian phone number here.." and an example "Ex - 01550050835"), "First Name \*" (with a placeholder "Enter first name here.."), "Last Name \*" (with a placeholder "Enter Last name here.."), "Email Address" (with a placeholder "Enter email address here.."), "NID/Birth Certificate NO" (with a placeholder "Enter NID/Birth Certificate NO here.."), "Password \*" (with a placeholder "Enter password here.."), and "Confirm Password \*" (with a placeholder "Enter Confirm password here.."). A blue "CREATE ACCOUNT" button is located at the bottom left of the form. A callout box with an arrow points to the "CREATE ACCOUNT" button, with text: "Fill up all the information and click here to complete your registration."

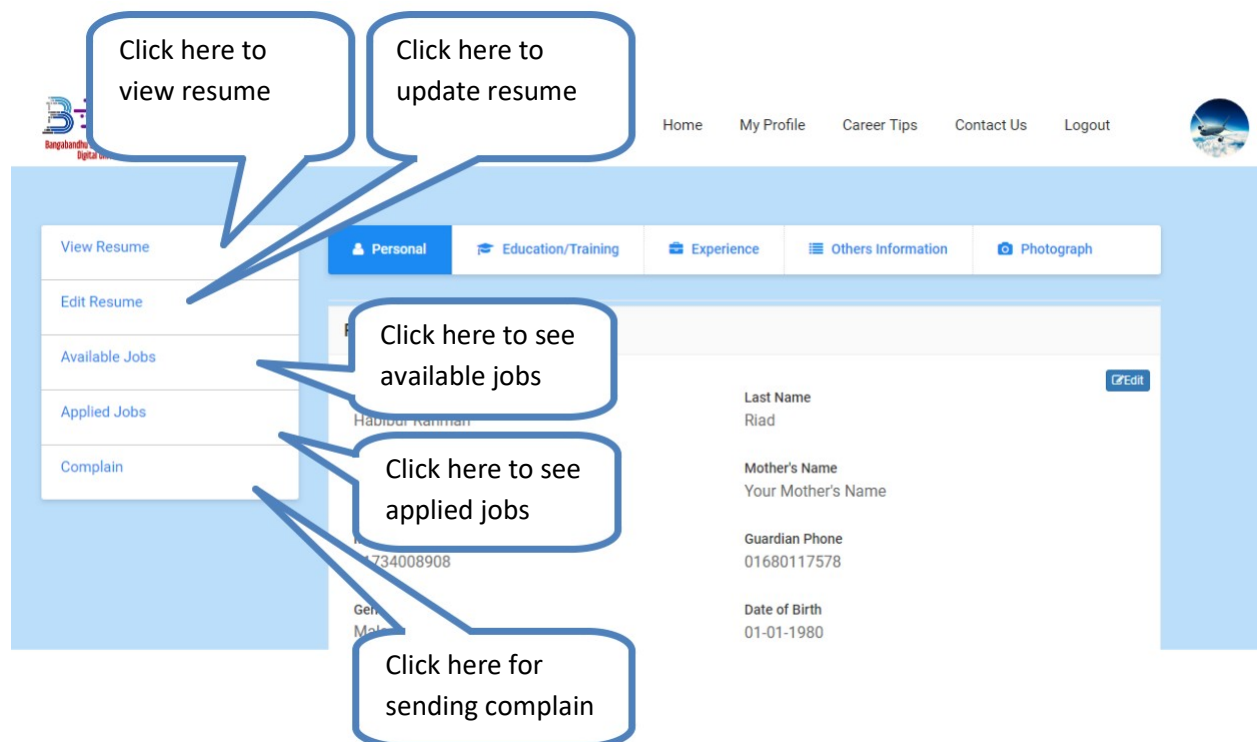
Note: after successful registration you will get SMS and auto login to the system.

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



The image shows the 'Employee :: Login' page of the BDU Job Portal. At the top, there is a navigation bar with links: Home, Login, Registration, Career Tips, and Contact Us. Below this is a blue header with the text 'Employee :: Login'. The main content area contains a login form with two input fields: 'Username/Mobile \*' and 'Password \*'. A blue 'LOGIN' button is positioned below the password field. To the right of the button is a link 'Forgot your Password'. Below the button is a link 'Don't have Account? Please Create An Account'. A callout box with a blue border and a pointer to the 'LOGIN' button contains the text: 'Provide your Username/Mobile, Password and click into the LOGIN button'.

After Login you will get the following screen.



The image shows the 'Employee Profile' page of the BDU Job Portal. At the top, there is a navigation bar with links: Home, My Profile, Career Tips, Contact Us, and Logout. A circular profile picture is shown on the right. Below the navigation bar is a blue header with the text 'Employee Profile'. The main content area is divided into two sections. The left section contains a list of links: 'View Resume', 'Edit Resume', 'Available Jobs', 'Applied Jobs', and 'Complain'. The right section contains a form with the following fields: 'Last Name' (with value 'Riad'), 'Mother's Name' (with value 'Your Mother's Name'), 'Guardian Phone' (with value '01680117578'), and 'Date of Birth' (with value '01-01-1980'). There is an 'Edit' button next to the 'Last Name' field. Callout boxes with blue borders and pointers to specific elements contain the following text: 'Click here to view resume' (pointing to 'View Resume'), 'Click here to update resume' (pointing to 'Edit Resume'), 'Click here to see available jobs' (pointing to 'Available Jobs'), 'Click here to see applied jobs' (pointing to 'Applied Jobs'), and 'Click here for sending complain' (pointing to 'Complain').

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

The screenshot shows the 'Edit Resume' page of the BDU Job Portal. The page has a blue header with the BDU logo and navigation links: Home, My Profile, Career Tips, and Logout. Below the header is a horizontal menu with five tabs: Personal (selected), Education/Training, Experience, Others Information, and Photograph. On the left side, there is a sidebar with links: View Resume, Edit Resume, Available Jobs, Applied Jobs, and Complain. The main content area is titled 'Personal Details' and contains a form with fields for First Name (Rahman), Last Name (Riad), Gender (Male), and Date of Birth (01-01-1999). There is an 'Edit' button in the top right corner of the form. Callouts with arrows point to various parts of the page:

- Click here to add experience. (points to the Experience tab)
- Click here to add other information. (points to the Others Information tab)
- Click here to add personal information. (points to the Personal tab)
- Click here to add education/training information. (points to the Education/Training tab)
- Click here to add photograph. (points to the Photograph tab)
- 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. (points to the Edit button)

**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 for personal information:

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

On the left side of the form, there is a sidebar with the following links: View Resume, Edit Resume (highlighted), Available Jobs, Applied Jobs, and Complain. At the top of the form, there are tabs for Personal, Education/Training, Experience, Others Information, and Photograph.

The screenshot shows the bottom section of the form, including the 'SAVE' button and a callout box. The callout box contains the text: 'Fill up all the necessary information and click on **SAVE** button'.

Below the 'SAVE' button, there are two sections: 'Career Objective' and 'Other Relevant Information'.

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

The screenshot shows the 'Education/Training' section of the BDU Job Portal. The form is titled 'Academic Summary' and contains a table for 'Academic Info :: 1'. The table has two columns: 'Level of Education \*' and 'Exam/Degree Title \*'. The first row is filled with 'Bachelor/Honors' and 'Bachelor of Computer Application (BCA)'. Below the table, there are fields for 'Concentration/ Major/Group \*' (Software Engineering), 'Institute Name \*' (Dhaka University), 'Year of passing \*' (2000), 'Result \*' (First Division/Class), 'Marks (%) \*' (55), and 'Duration (Years) \*' (4). There are also checkboxes for 'Hide Marks/CGPAa' and 'Transcript/Mark Sheet/No Objection Certificate (only for Ph.D) \*'. Below these fields are two image upload areas, each with a 'no image' placeholder and an 'Upload Image' button. A 'SAVE' button is located at the bottom of the form. A green button labeled 'Add Education (If Required)' is also present. Below the form are sections for 'Professional Qualification' and 'Training Summary'. Callouts provide instructions: 'Click here to add more education information' points to the 'Add Education (If Required)' button; 'Fill up all the necessary information and click on SAVE button' points to the 'SAVE' button; 'Click here to add Training summary information' points to the 'Training Summary' section; and 'Click here to add professional qualification information' points to the 'Professional Qualification' section.

BDU  
Bangabandhu Sheikh Mujibur Rahman  
Digital University

Home My Profile Career Tips Contact Us Logout

Personal Education/Training Experience Others Information Photograph

Academic Summary

Academic Info :: 1

Level of Education \* Bachelor/Honors

Exam/Degree Title \* Bachelor of Computer Application (BCA)

Concentration/ Major/Group \* Software Engineering

Result \* First Division/Class

Institute Name \* Dhaka University

Year of passing \* 2000

Marks (%) \* 55

Duration (Years) \* 4

Certificate \* (Only jpg & png file extension allowed and max size 512kb)

Transcript/Mark Sheet/No Objection Certificate (only for Ph.D) \* (Only jpg & png file extension allowed and max size 512kb)

no image

no image

Upload Image

Upload Image

SAVE

Add More Certificate

Add Education (If Required)

Professional Qualification

Training Summary

Click here to add more education information

Fill up all the necessary information and click on **SAVE** button

Click here to add Training summary information

Click here to add professional qualification information

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

The screenshot shows the 'Experience History' form on the BDU Job Portal. The form is titled 'Experience History' and has a 'Close' button in the top right corner. It contains several sections for inputting experience details:

- Experience Info :: 1** (Header)
- Institution/Organization Name \***: BIG M RESOURCE LTD
- Designation \***: Assistant Programmer
- Institution/Organization Activities**: (Empty text area)
- Department**: (Empty text area)
- Responsibilities**: (Empty text area)
- Institution/Organization Location**: (Empty text area)
- Employment Period \***: 01-04-2019 (with a 'Continuing' button next to it)
- ☒ **Currently Working**
- Experience Type**: Select
- Class**: Select
- Number of Experiences**: (Empty text area)
- Experience Certificate (Only jpg, png & pdf file extension allowed and max size 512kb)**: Choose File No file chosen
- Experience Certificate** button
- SAVE** button
- Add Experience** button

Annotations on the form:

- A callout bubble points to the 'Add Experience' button with the text: "Click here to add more experience information".
- A callout bubble points 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 displays the 'Others Information' page of the BDU Job Portal. The page features a sidebar on the left with links: Edit Resume, Available Jobs, Applied Jobs, and Feedback. The main content area has a top navigation bar with tabs: Personal, Education/Training, Experience, Others Information (active), and Photograph. Below the tabs, the 'Area of Skills' section is highlighted. It contains a form with the following fields:

- Skills:** A text input field with the placeholder 'Type Here'.
- Skills Description:** A large text area for describing the skills.
- Extra Curricular Activities:** A text area for listing activities.
- SAVE:** A blue button at the bottom left of the form.

A callout bubble points to the 'SAVE' button with the text: "Fill up all the necessary information and click on **SAVE** button". Below the 'Area of Skills' section, there are two more sections: 'Language Proficiency' and 'Reference', each with a corresponding form area.

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. Dimention 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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সহকারী অধ্যাপক (তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ)

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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 আর্কিটেকচার/আইটি/কম্পিউটার সাইন্স অথবা সমতুল্য বিষয়ে সমমানের ৪ (চার) বছর মেয়াদি স্নাতক (সম্মান) ডিগ্রি থাকতে হবে।
- এস.এস.সি, এইচ.এস.সি ও স্নাতক, স্নাতকোত্তর পরীক্ষায় সকল ক্ষেত্রে প্রথম বিভাগ বা সিজিপিএ ন্যূনতম ৩.০০ অর্জন করতে হবে।
- আইসিটি এডুকেশন বা ইলার্নিং, অনলাইন এডুকেশন, সমতুল্য বিষয়ে ডিগ্রিধারী এবং লার্নিং ম্যানেজমেন্ট সিস্টেম ব্যবহারকারে প্রতীক্ষিত কর্ম পরিচালনায় অভিজ্ঞদের অগ্রাধিকার দেয়া হবে।
- আবেদন তথ্য সঠিক ভাবে পূরণ করে প্রত্যেক পদের জন্য ৭৫০/- নির্ধারিত ফি অনলাইনে জমা দিতে হবে।
- আবেদন ফর্মের সঙ্গে শিক্ষাগত যোগ্যতার সনদ, ট্রান্সক্রিপ্ট/মার্কশীট, প্রকাশনার কপি অভিজ্ঞতার সনদ (যদি থাকে), জাতীয়তার সনদের সত্যায়িত ফটোকপি সংযুক্ত করতে হবে।
- কোন প্রতিষ্ঠানে চাকুরীরত প্রার্থীদের যথাযথ কর্তৃপক্ষের মাধ্যমে আবেদন করতে হবে এবং কর্মরত 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।

#### 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](#)

#### Minimum Educational Level

Graduate

#### Educational Qualification Details

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

#### Other Benefits

#### Application Deadline

20 April 2019

[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:

View Resume

Edit Resume

Available Jobs

Applied Jobs

Complain

Job Applied 4

From Date

To Date

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	<div>Pay Now</div> 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

bduacbd

Support

FAQ

Offers

Login

CARDS

MOBILE BANKING

NET BANKING

VISA

Other Cards

Enter Card Number

MM/YY

CVC/CVV

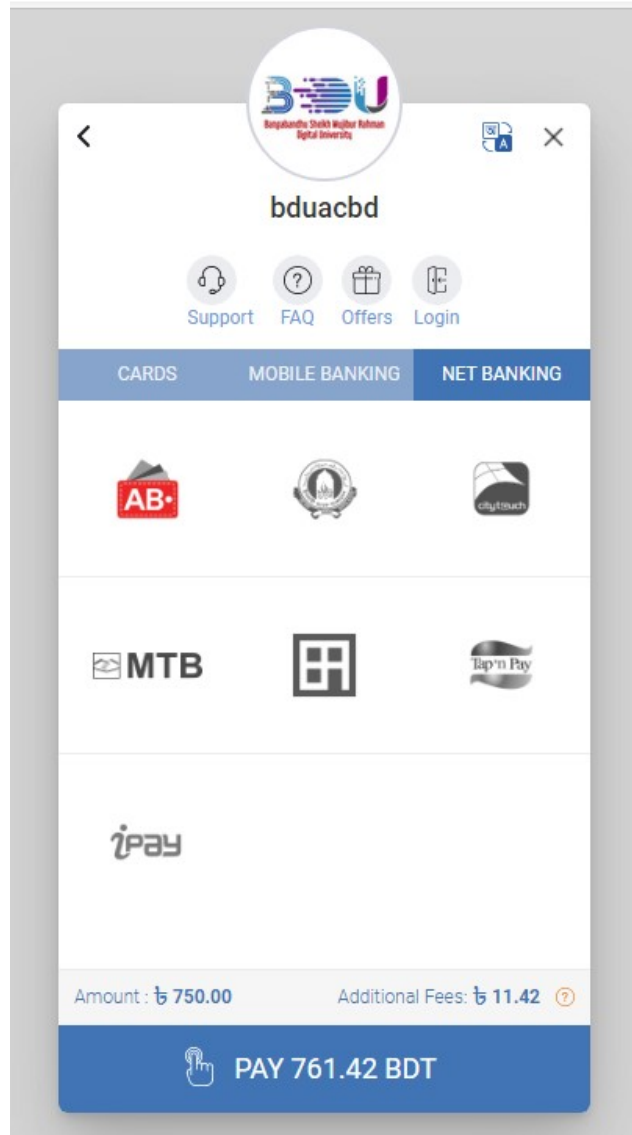
Card Holder Name

☐ 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](#)

Submit

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## Mobile Banking System

