



RESTRICTED
BAF SHAHEEN ENGLISH MEDIUM COLLEGE (SEMC)
TEJGAON, DHAKA-1206
VACANCY ANNOUNCEMENT – 2025

Ser	Designation	Vacancy	Qualification/ Experience
1	Senior Teacher O Level Basic salary range: 35500 - 67010 (Chemistry-01)	01	2nd Class/Div or equivalent CGPA in Masters with 2 nd class or equivalent CGPA in honours in related subject. 4 years teaching experience in the related subject in any English Medium School.
2	Assistant Teacher Basic salary range: 29000 - 63410 Economics-01, Bd Studies-01 (Env Management)	02	2nd Class/Div or equivalent CGPA in Masters with 2 nd class or equivalent CGPA in honours in related subject. 3 years teaching experience in the related subject in any English Medium School. Additional experience in taking Maths classes in Junior level will be given preference for Economics
3	Student Counselor Basic salary range: 25000 - 57380	01	2 nd class Masters degree or 2 nd class Honours degree (4 years) in Psychology from recognized university with training in Counseling Psychology. 2 years experience as Student/Child Counselor
4	Guidance Counselor Basic salary range: 24000 - 55090	01	2 nd class/div or equivalent CGPA in Bachelor Degree (Preferably from English Medium stream). 2 years experience as a counselor (assisting students in university placement) in English Medium School or Student Consultancy Organization.
5	Junior Teacher Basic salary range: 23000 - 55470 (Physics-1, Geography-01, Art & Design-01, ICT-01, Accounting-01 & Bangladesh Studies (History)-01)	06	2nd Class/Div or equivalent CGPA in Bachelor Degree in related subjects (Preferably from English Medium stream). Candidates with Masters Degree will be given preference. Additional experience in taking Maths classes in Junior level will be given preference for Accounting
6	Temporary Junior Teacher (General)-02 Salary: 23000	02	2nd Class/Div or equivalent CGPA in Bachelor Degree in related subjects (Preferably from English Medium stream). Candidates with Masters Degree will be given preference. Temporary Teacher may be appointed as per the requirement of college.
7	Accountant Basic salary range: 14690 – 35350	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	Admin Supervisor Basic salary range: 14690 – 35350	01	Bachelor Degree from recognized university with One 3 rd division / class / equivalent GPA at any level of the academic career is acceptable.
9	Front Desk Executive Basic salary range: 14300 - 34410	01	Bachelor Degree with 2 nd Division/Class or equivalent CGPA in all exams. Fluent in English communication and having computer literacy (MS Excel & MS Word)
10	IT Support Staff Basic salary range: 14300-34410	01	Bachelor Degree with 2nd class /division or equivalent CGPA in all exams from any recognized university with a Diploma in Computer Science. Candidates should have a minimum of two (02) years of experience in the related field and should be capable of configuring, installing, and maintaining all the software, hardware and networking-related tasks required for the college.
11	Assistant Office Super Basic salary range: 12090-29100	01	HSC (2 nd division or equivalent CGPA in all exams) and having experience in computer operation.
12	Laboratory Attendant (Computer) Basic salary range: 11440 - 27530	01	SSC passed

Procedure for Application:

Job application form is available at the college website (www.bafsemc.edu.bd). Completed job application form along with two copies of recent passport size photographs, attested copies of all certificates, NID and Bank Draft/Pay Order/bkash payment of Tk 600/- for serial no 1 to 6 and Tk 350/- for serial no 7 to 12 from any branch of Agrani Bank Limited and Dutch Bangla Bank Limited (DBBL) or Bkash payment to 01580325265 (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 **15 May 2025 from 0900 hrs to 1400 hrs** (except holidays).

Age: Maximum 35 years but flexible for experienced candidate.

Pay scale: According to the rules of Institution House Rent, Medical, Festival Bonus, Gratuity will be added. 10% contributory provident fund will be added upon confirmation of service.

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.

Condition: No TA/DA will be given for participating in any exam. Authority has the right to change or cancel any application or postpone the recruitment procedure.

NB: Please deposit your application with required document in the Application box of the SEMC office from 0900 hrs to 1400 hrs (except holidays).

P. J. J. J.

BAF SHAHEEN ENGLISH MEDIUM COLLEGE (SEMC)
TEJGAON, DHAKA

Staple here two
passport size recent
photographs and
bank draft/pay order

JOB APPLICATION FORM

Post Applied for	:				
Name Eng (In capital letter)	:				
Bangla	:				
Father’s Name & Occupation	:				
Mother’s Name & Occupation	:				
Spouse’s Name & Occupation	:				
Present Address	:				
Permanent Address	:				
Contact No (Tel & Mobile)	:				
Tel No (On Request)	:				
Date of Birth	:		Total Age:		
			D	M	Y
Marital Status	:				
Religion	:				
Nationality	:				

EDUCATIONAL QUALIFICATION

<u>Exam Name</u>		<u>Exam</u>	<u>Board/University</u>	<u>Group</u>	<u>Div/Class</u>	<u>Year</u>
SSC/O’ Level/Equivalent	:					
HSC/A’ Level/Equivalent	:					
Bachelor Degree (Hons/Pass)	:					
Masters Degree	:					
M.Phil	:					
Ph.D	:					
Others	:					

YEARS OF EXPERIENCE

Name of Institution		Joining Date	Leaving Date	Total No of Years
	:			
	:			
	:			
	:			
Proficiency in other subjects (Not mentioned above), additional papers may be attached other experiences & extra-curricular activities				
Note : Relevant papers are to be enclosed, failure of which may cause cancellation of candidature.				

Date:

Applicants Signature