

Government of the People's Republic of Bangladesh
Northern Areas Reduction of Poverty Initiative (NARI) Project
Ministry of Labour and Employment
Bangladesh Secretariat, Dhaka-1000

Memo No.40.026.014.00.00.051.2013 (Part-1)

Date: 02.11.2017

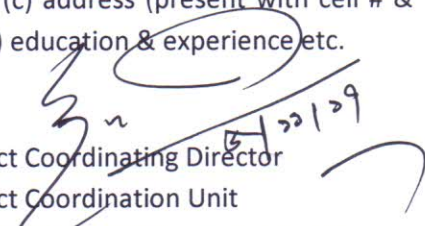
Vacancy announcement

NARI Project is going to recruit an Office Assistant Cum Data Entry Operator for the duration of the project up to December, 2018. Job requirement and other particulars of the post are given below:

Name of post & Grade	Education ,experience & other requirements	Age
Office Assistant Cum Data Entry Operator Consolidated pay of Grade-16 & other allowances as admissible under Mo Finance rules.	(a) Educational Requirements: H.S.C preferably in science with minimum 2nd division (or equivalent grade) in all examinations. (b) Typing speed of Bangla and English should be 25 and 30 per minute respectively. Must have experience in MS Word, MS Excel, MS Access, MS Power point & internet for minimum two years. (c) Must be a citizen of Bangladesh	Age limit: 30 years

2. Candidates are requested to apply to the address below with two recent passport size photographs, copies of NID, attested certificates, experience certificates & testimonials to the undersigned on or before **12.11.2017**.

3. Application must include (a) candidates name, (b) father's name, (c) address (present with cell # & permanent), (d) date of birth, (e) age on 31.10.2017, (f) nationality, (g) education & experience etc.


Project Coordinating Director
Project Coordination Unit
Ministry of Labor and Employment
(MOLE)
Room# 427/B, Building#07, Bangladesh
Secretariat, Dhaka