



Office Assistant

DIABETIC ASSOCIATION MEDICAL COLLEGE & HOSPITAL, FARIDPUR

Job Category: Security/Protective Services

Job Source: ০০০০০ ০০০০০ ০০০০

Job Summary

Posted On: 29 Jun 2025

Application Deadline: 8 Jul 2025



Diabetic Association Medical College & Hospital

(An Institution of Faridpur Diabetic Association)
Masjid Bari Sarak, Jheeltuly, Faridpur-7800.

CAREER OPPORTUNITY

Applications are invited from the suitable & interested candidates for the following post of Diabetic Association Medical College & Hospital:

SL No	Name of Post	Department	Qualification/Experience
1	Professor	Pathology, Medicine, Cardiology	BM&DC recognized Post-graduation degree with MBBS. Must have Experience & Publications as per rule of BM&DC.
2	Associate Professor	Pharmacology, Pathology, Medicine, Cardiology, Ophthalmology	
3	Assistant Professor	Pathology, Medicine, Skin & VD, Cardiology, Ophthalmology	
4	Lecturer	Anatomy, Physiology, Biochemistry, Pathology, Microbiology	MBBS degree with BM&DC Registration
5	Deputy Director (Hospital)	MPH in Hospital Management with 10 (Ten) Years of Experience in relevant field.	
6	Assistant Director (Hospital)	MPH in Hospital Management	
7	Counsellor/ Psychologist	Master's with Honors degree in Psychology / Clinical Psychology	
8	HR Manager	MBA/BBA in Human Resource Management/ Management. Must be proficient in Speaking & Writing English.	
9	Statistician	Master's degree in Statistics Skill in SPSS and Data analysis.	
10	Foreign Desk Executive	Master's with Honors degree in English/ Management or MBA Must be proficient in Speaking & Writing English	
11	Office Assistant	Bachelor degree in any subject from recognized University Computer (Microsoft Office) Skill is must.	
12	Network Technician	HSC Pass & Must have Training in Networking technology. At Least 2 (Two) years of Work Experience in IT & Networking.	

Conditions:

- For the posts mentioned in serial number 1 to 4, Age limit shall be as prescribed by the government through regulations. For the remaining posts the maximum age limit is 35 years. Age limit is relaxable for Experienced candidates.
- A complete curriculum vitae, attested copies of all educational and experience certificates, photocopy of citizenship certificate/national identity card and one recent passport size photograph must be submitted with the application. For the posts mentioned in serial numbers 1 to 6, copy of the updated BM&DC registration and publications should be attached.
- Attractive salary and allowances will be provided subject to negotiation.
- The application to the undersigned must be delivered to the undersigned's address by **8 July, 2025** either in person or by the post/courier.

Principal
Diabetic Association Medical College, Faridpur
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