North South University

North South University (NSU) E-Recruitment System

User Guide

August 11, 2022

Remuneration: An attractive salary package with in-house medical services as per NSU policy.

Job Benifits:
As per NSU policy

NSU reserves the right not to appoint anyone if suitable candidates are not found.
Any prior communication or persuasion to the position will be considered as a disqualification.
Interested candidates are requested to apply through jobs.northsouth.edu.

✈ Apply Now

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NSU E-Recruitment Service.

Welcome to North South University E-Recruitment Service. North South University (NSU) is a #1 private university and an equal opportunity employer. North South University (NSU) always offers an excellent working environment, Job security, and an attractive remuneration package with in-house medical services to its employee. And for this reason, NSU having 99% job retention during the last couple of years.

NSU E-Recruitment System is very easy to use. It is user-friendly, and anyone can use this facility. In NSU E-Recruitment System, anyone can easily apply for a specific position with a few simple steps. So how to access this site as a job seeker? We will show you how easy it is.
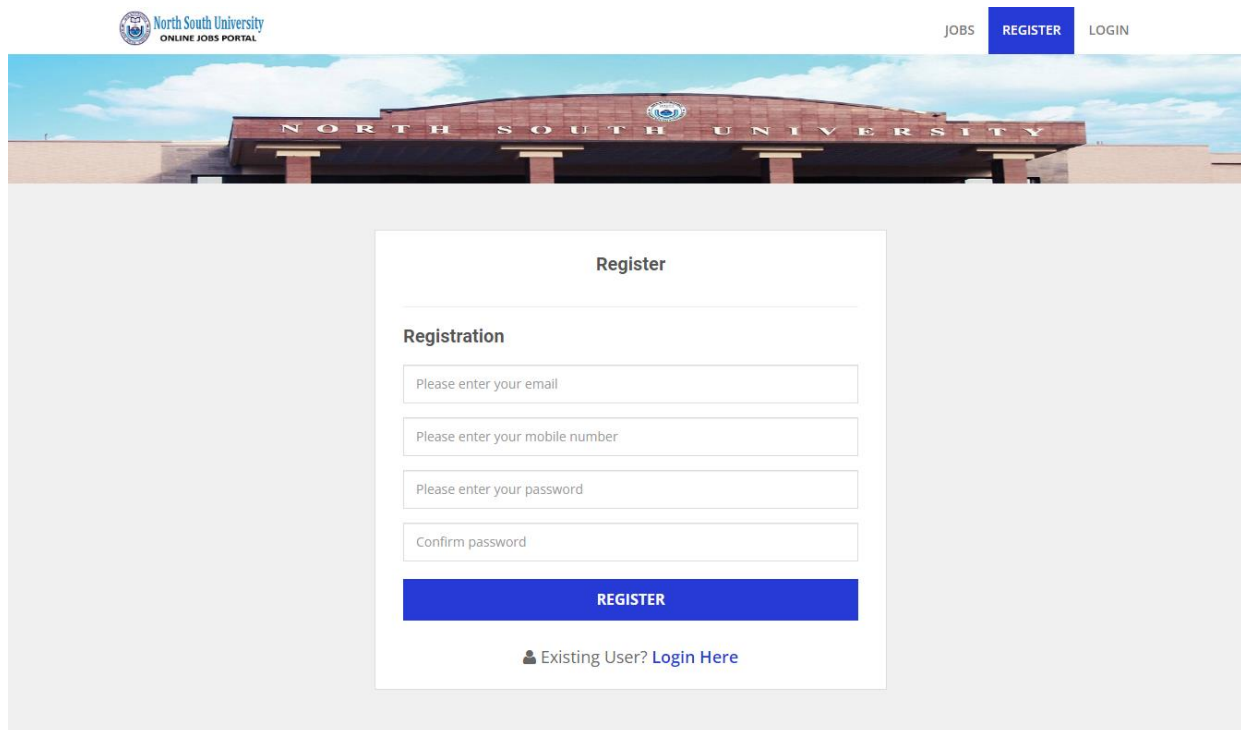
How to Get Registered on NSU E-Recruitment System?

To access (Login or Applying for a job position) NSU E-Recruitment System, a user must register on the system.

Go to https://jobs.northsouth.edu and click on the REGISTER button on the top right.
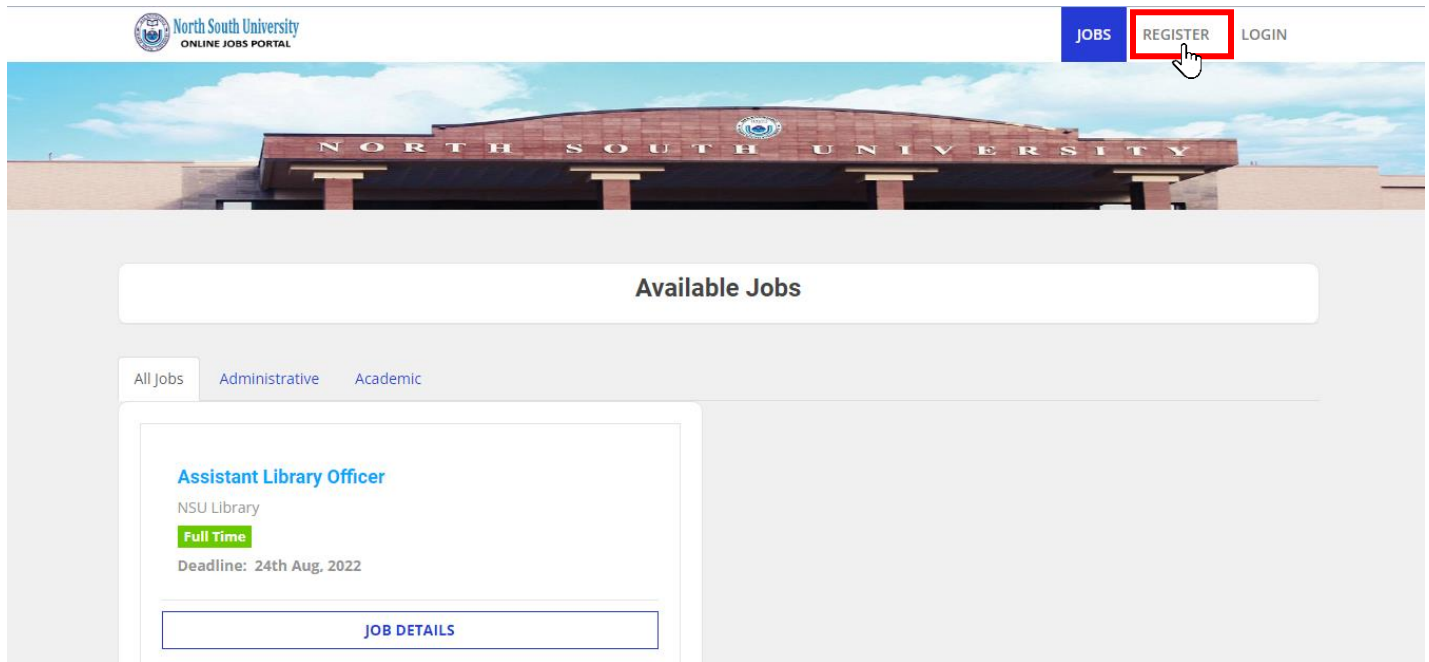
Or visit https://jobs.northsouth.edu/register directly. You will get a registration page.

Please enter your valid email address, phone number, and Password, reenter the same Password and click REGISTER for Registration.
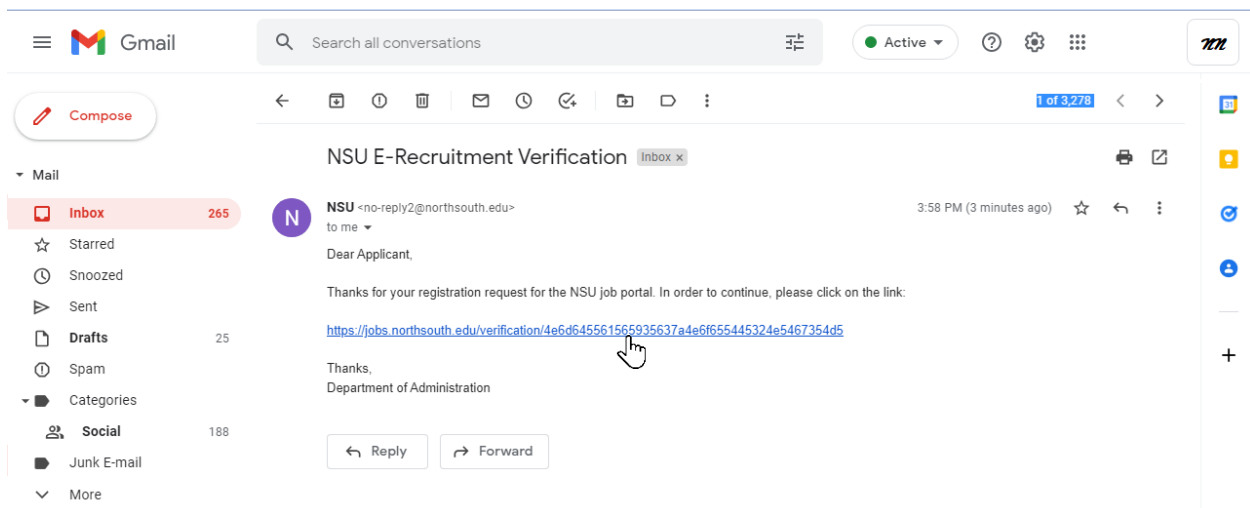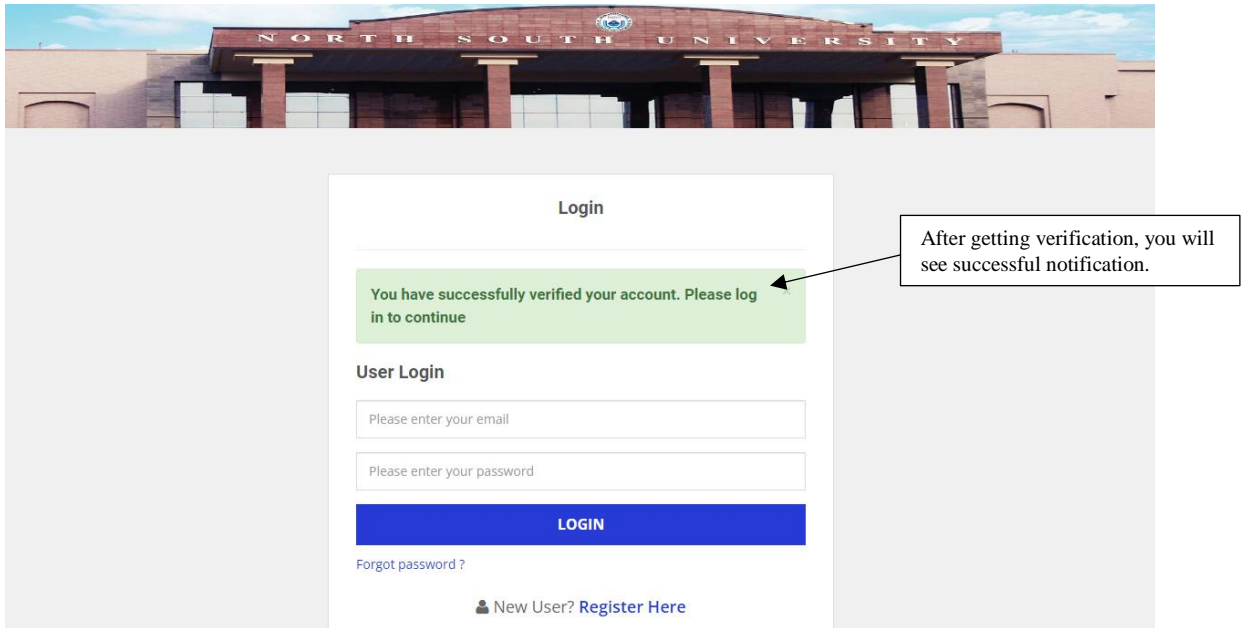

A verification mail (Subject: NSU E-RECRUITMENT Verification) will be sent to your email. Check your primary inbox. If not found, please check your Spam/Junk mailbox.
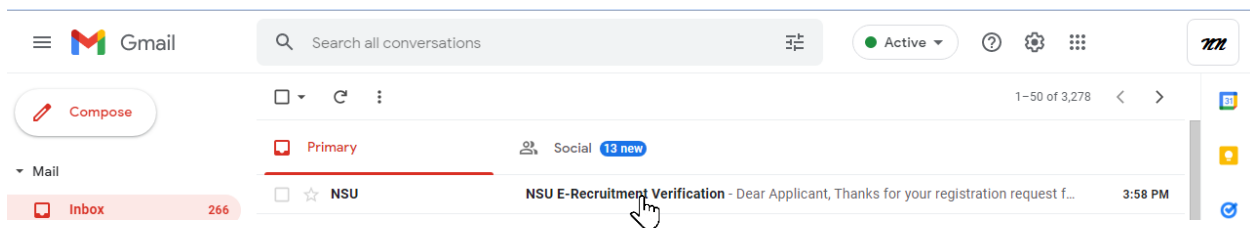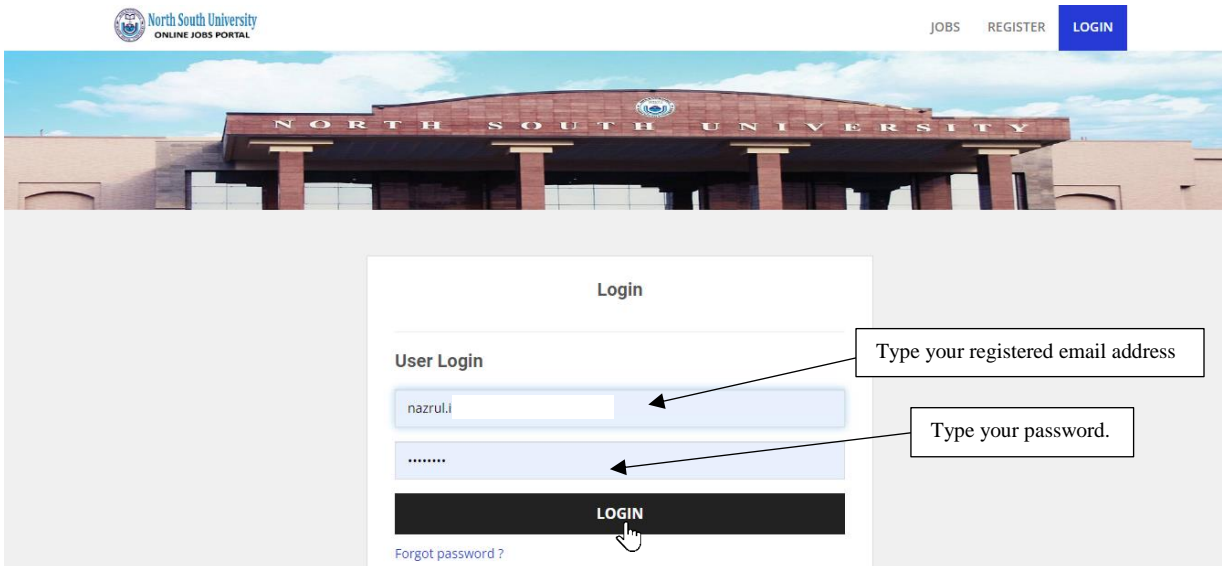

Open the mail and click on the link to complete the registration process.

After clicking the verification link, your verification will be completed, and you will be able to see a successful notification like the below image.

Login

You have successfully verified your account. Please log in to continue

User Login

Please enter your email

Please enter your password

LOGIN

Forgot password ?

👤 New User? **Register Here**

> After getting verification, you will see successful notification.

Now input your registered email and Password and click on the LOGIN button to log in at NSU E-Recruitment System to complete the registration process.

North South University
ONLINE JOBS PORTAL

JOBS   REGISTER   **LOGIN**

Login

User Login

nazrul.i

....

LOGIN

Forgot password ?

> Type your registered email address

> Type your password.

As a new user, you will be redirected to the Profile page and see the Profile button instead of the REGISTER button on the top right.

Now, as a new user, you must create your profile to complete your Registration on NSU E-Recruitment System.

Please note: Profile completion is mandatory for every user. A user would complete a profile by giving Personal Information, Educational Information, and Employment History.

How to create a profile?

Let us start with Personal Information.

First, fill up your Full name, Father's Name, and Mother's Name.

In marital status, click the dropdown menu to select your option.

Select your gender identity from the dropdown menu.

Select your Religion from the dropdown menu.

Select your Nationality from the dropdown menu.

Type your Mobile Number, Emergency Contact, Present Address, and Permanent Address.
Note: If your Present Address and Permanent Address are the same, then tick on "same as present address

Provide your personal information

Full Name *	Md Nazrul Islam
Father's Name *	Md Yc
Marital Status *	Unmarried
Religion	Islam
Mobile *	01
Present Address *	House Dhaka -

Email *	nazrul.islar
Mother's Name *	Su
Gender *	Male
Nationality	Bangladeshi
Emergency Contact *	01:
Permanent Address *	22 E 1205

Format: 01xxxxxxxxx

☐ Same as present address

Type your mobile number

Type your emergency contact number.

Type your present address.

Type your permanent address.

If your Present Address and Permanent Address are same, then tick on "same as present address"

Select your date of Birth from the calendar.

Present Address *	House 90, Rc R/A, Dhaka - 12
Date of Birth *		
Identification Type *	
NID *	
NID Image (Max 500 kB) *	

Permanent Address *	22 aka - 1205

☐ Same as present address

Select your date of birth from the calendar.

◄ Jul ▼ 2022 ▼ ►

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○ Birth cirtificate

Blood Group   Select

Language

Photo (Max 500 kB) *

Select Blood Group from the dropdown menu.

Present Address *	House 90, Road , Dhaka -
Date of Birth *	1995-01-01
Identification Type *	● NID ○ Passport ○ Birth cirtificate
NID *	Please enter NID number
NID Image (Max 500 kB) *	

Permanent Address *	22 - 1205

☐ Same as present address

Select your Blood group from the dropdown menu.

Blood Group

Select
Select
A+
A-
B+
B-
O+
O-
AB+
AB-

Language

Photo (Max 500 kB) *

Select image

Select image

Now select your Identity type. If you provide NID, select NID and enter the number. Or if you choose passport or birth certificate, then provide their number accordingly.

Date of Birth * 1995-01-01

Blood Group A+

Same as present address

Choose your Identification Type.

Identification Type * ○ NID ○ Passport ○ Birth cirtificate

NID * 199

Language

Type your Identification's Number. E.g.: NID Number

NID Image (Max 500 kB) *

Photo (Max 500 kB) *

Select image

Select image

Signature (Max 500 kB) *

CV (Max 500 kB) * Choose File No file chosen
Doc or PDF file

Select image

Save & Continue ›

Now upload your scanned Identity (NID, Passport, or Birth Certificate) image. The image size should be below 500 KB. To upload the image, click on the "Select image" button.

Same as present address

Date of Birth * 1995-01-01

Blood Group A+

Identification Type * ○ NID ○ Passport ○ Birth cirtificate

NID * 199

Language

NID Image (Max 500 kB) *

Photo (Max 500 kB) *

To upload image, click on the "Select image" button

Select image

Select image

Signature (Max 500 kB) *

CV (Max 500 kB) * Choose File No file chosen
Doc or PDF file

Select image

Save & Continue ›
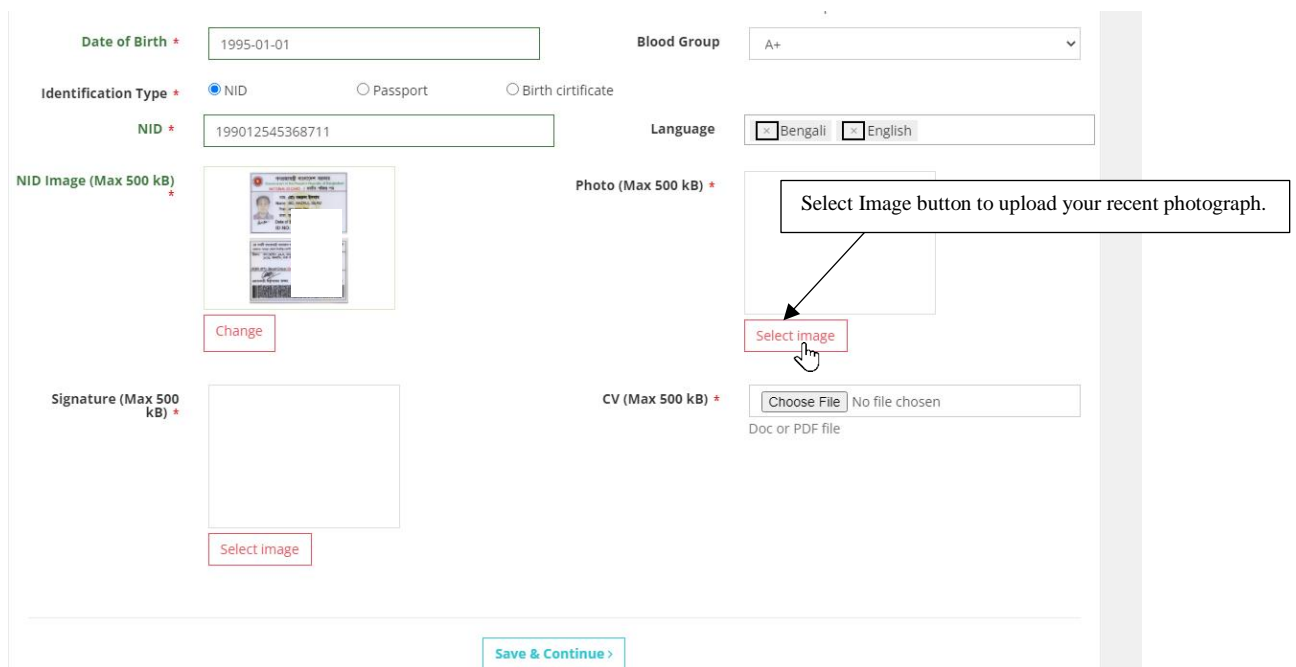
Now select your language from the dropdown menu. You can choose multiple languages. E.g., Bengali, English, French, Spanish, etc.

To select multiple languages, select a language first and then click again on the language box to choose another.

Select your language from the dropdown menu.

Upload your Recent Photo. File size limit Max 500 KB. To upload the image, click on the "Select image" button.

Select Image button to upload your recent photograph.

Click the "Select Image" button to upload your Signature Image. The file size should be a max of 500 KB. Remember that your electronic signature will only be on the CV.

Select Image button to upload your signature image.

After uploading the signature, click below the "Save & Continue" Button.

Click Save & Continue button to continue further.

Your personal information will be saved, and you will be directed to the next section (Education), where you have to give your Educational Information, as shown below.

Start with your most recent degree. E.g., Master's Degree or Bachelor's Degree. Assuming that your recent or last degree was a Master's degree, start with that.

Note: here, you can add your educational information Ph.D. to PSC/Class 5 Pass.
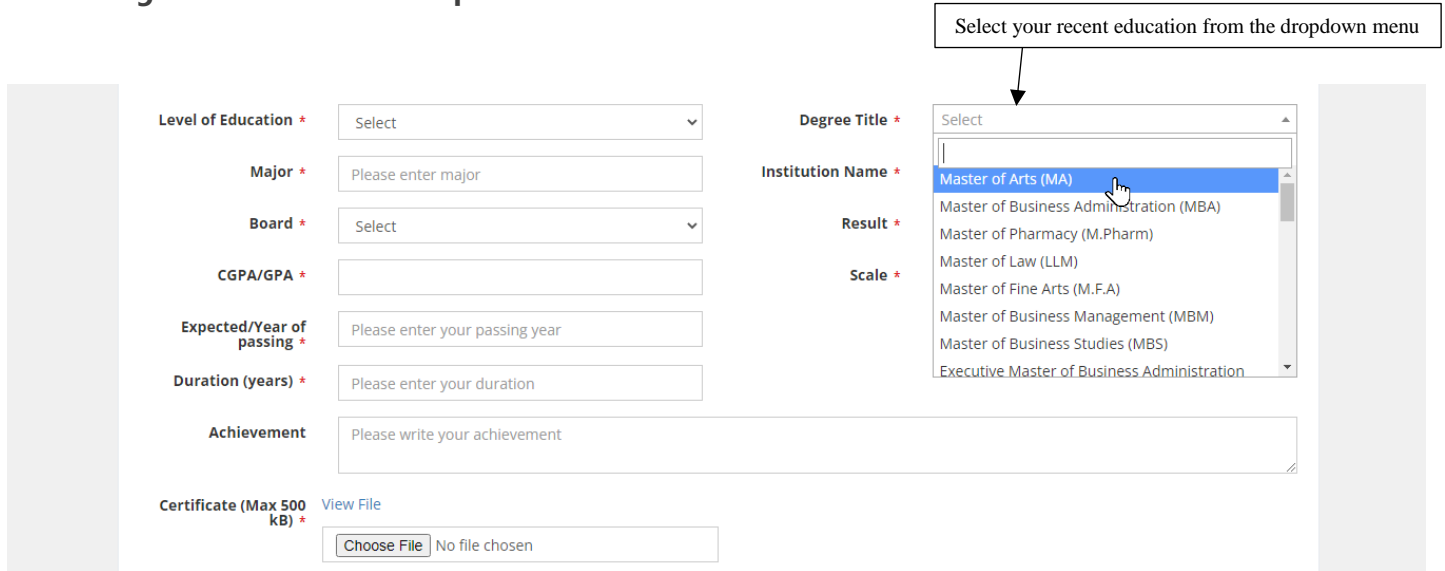
Select Degree Title from the dropdown menu.

Select your recent education from the dropdown menu

Level of Education *	Select
Major *	Please enter major
Board *	Select
CGPA/GPA *	
Expected/Year of passing *	Please enter your passing year
Duration (years) *	Please enter your duration
Achievement	Please write your achievement

Degree Title * Select

Master of Arts (MA)
Master of Business Administration (MBA)
Master of Pharmacy (M.Pharm)
Master of Law (LLM)
Master of Fine Arts (M.F.A)
Master of Business Management (MBM)
Master of Business Studies (MBS)
Executive Master of Business Administration

Institution Name *
Result *
Scale *

Certificate (Max 500 kB) *   View File
Choose File   No file chosen

Note: if you do not see your degree name from the dropdown menu, then do not worry. Type your degree name in the box and click on the name you have just typed, as shown below.
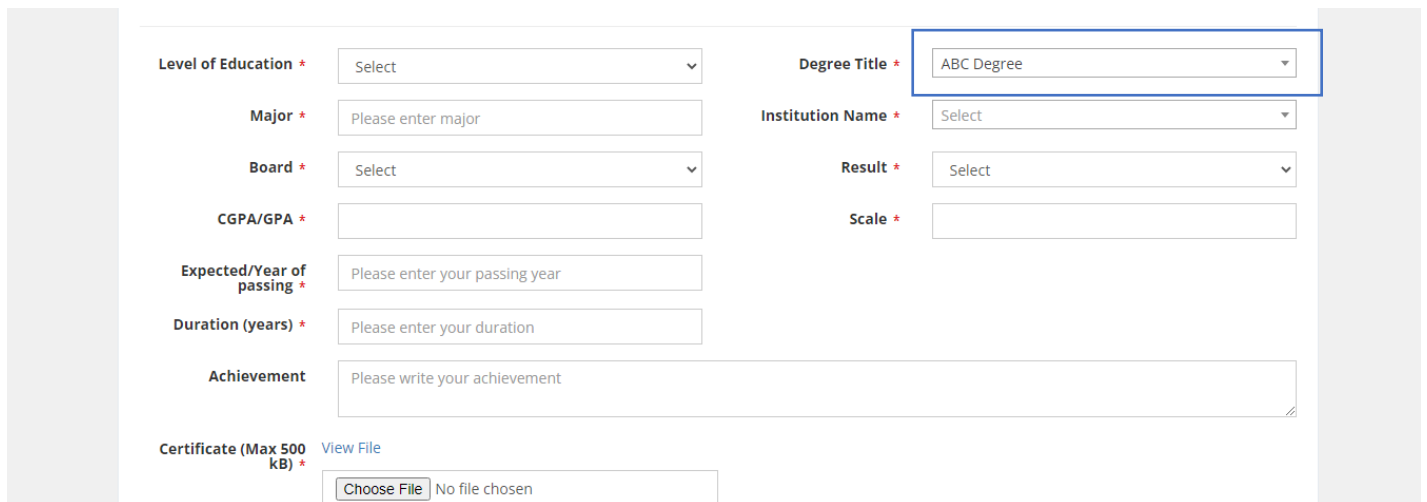
Caution: Do not press Enter from your keyboard after typing the name because it will not work.

Level of Education *	Select
Major *	Please enter major
Board *	Select
CGPA/GPA *	
Expected/Year of passing *	Please enter your passing year
Duration (years) *	Please enter your duration
Achievement	Please write your achievement

Degree Title * Select

ABC Degree
ABC Degree

Institution Name *
Result * Select
Scale *
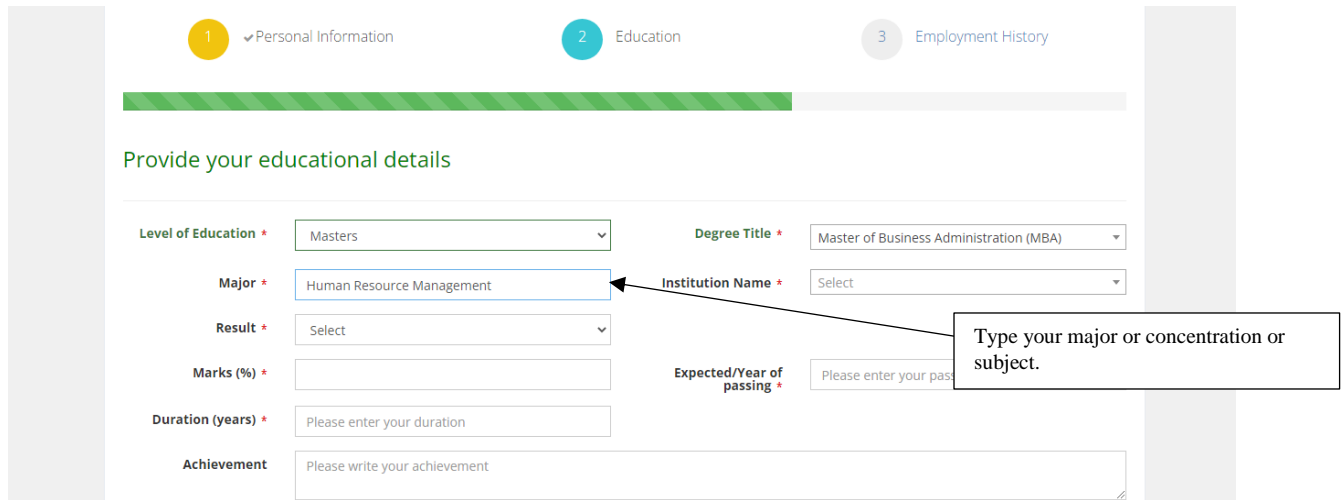
Type your degree name in the box and click on the name you have just typed to select.

Your desired Degree Title will be selected as shown below image.

Level of Education *	Select
Major *	Please enter major
Board *	Select
CGPA/GPA *	
Expected/Year of passing *	Please enter your passing year
Duration (years) *	Please enter your duration
Achievement	Please write your achievement

Degree Title * ABC Degree
Institution Name * Select
Result * Select
Scale *

Certificate (Max 500 kB) *   View File
Choose File   No file chosen

Type your major or concentration, or subject. E.g., Computer Science and Engineering (CSE), Finance, Management, Social Sciences, etc.

Select Institute from the dropdown menu.

Note: if you do not see your institute from the dropdown menu, type your institute name and click on the name you have just typed, as shown in the previous step.

Caution: Do not press Enter on your keyboard after typing the institute name because it will not work.

Provide your educational details

Level of Education *	Masters
Major *	Human Resource Management
Result *	Select
Marks (%) *	
Duration (years) *	Please enter your duration
Achievement	Please write your achievement

Degree Title * Master of Business Administration (MBA)

Institution Name * Select
XYZ Institute
XYZ Institute

Expected/Year of passing * Please enter your passing year

Certificate (Max 500 kB) * Choose File No file chosen

➕ Add More

Type your Institute's name in the box (if you do not found your Institute from the list) and click on the typed name to select.

Select Result Type from the dropdown menu.

Provide your educational details

Level of Education *	Masters
Major *	Human Resource Management
Result *	Select

Degree Title * Master of Business Administration (MBA)

Institution Name * XYZ Institute

Result dropdown:
Select
First Division/Class
Second Division/Class
Third Division/Class
Grade
Appeared
Enrolled
Awarded
Do not mention
Pass

Marks (%) *

Duration (years) *

Achievement

Expected/Year of passing * Please enter your passing year

Certificate (Max 500 kB) * Choose File No file chosen

➕ Add More

Select Result Type from the dropdown menu.

Type your Marks/CGPA/GPA and Scale

Provide your educational details

Level of Education *	Masters
Major *	Human Resource Management
Result *	Grade
CGPA/GPA *	4.00
Expected/Year of passing *	Please enter your passing year
Duration (years) *	Please enter your duration
Achievement	Please write your achievement
Certificate (Max 500 kB) *	Choose File No file chosen

Degree Title *	Master of Business Administration (MBA)
Institution Name *	XYZ Institute
Scale *	4.00

Type your Marks/CGPA/GPA

Type your Marks/CGPA/GPA Scale

+ Add More

Type Expected or Year of passing.

Level of Education *	Masters
Major *	Human Resource Management
Result *	Grade
CGPA/GPA *	4.00
Expected/Year of passing *	2020
Duration (years) *	Please enter your duration
Achievement	Please write your achievement
Certificate (Max 500 kB) *	Choose File No file chosen

Degree Title *	Master of Business Administration (MBA)
Institution Name *	XYZ Institute
Scale *	4.00

Type Expected or Year of passing

+ Add More

Type Duration in years. E.g., 4

Level of Education *	Masters
Major *	Human Resource Management
Result *	Grade
CGPA/GPA *	4.00
Expected/Year of passing *	2020
Duration (years) *	2
Achievement	Please write your achievement
Certificate (Max 500 kB) *	Choose File No file chosen

Degree Title *	Master of Business Administration (MBA)
Institution Name *	XYZ Institute
Scale *	4.00

Type duration in years

+ Add More

‹ Back   Save & Continue ›

If you have any achievements, mention that in the Achievement Box. E.g., Magna Cum Laude, Summa Cum Laude, Gold Medal, First Class First, etc.

Note: This field is optional.

Type your achievements if you have any.

Upload the Degree Certificate file by clicking on the "Choose File" option. The file format should be in word or PDF format. The file size should be a max of 500 KB.

Click on Choose File to upload certificate's (word or pdf) file.

Click on the "Add More" button to add other Educational Information

Click on Add More button to add other education and degrees.

After clicking the "Add More" button, you will have a new section (as shown in the image below) to add up your other degrees. E.g.: Bachelor, HSC, SSC, JSC/8 Pass, PSC/5 Pass etc. Fill areas accordingly, as shown in previous steps.

Note: you can remove certain education information sections by clicking the "REMOVE" button.

Certificate (Max 500 kB) *	Choose File	MBA Certificate.pdf

Level of Education *	Select	**Degree Title** *	Select
Major *	Please enter major	**Institution Name** *	Select
Result *	Select		
CGPA/GPA *		**Scale** *	
Expected/Year of passing *	Please enter your passing year		
Duration (years) *	Please enter your duration		
Achievement	Please write your achievement		
Certificate (Max 500 kB) *	Choose File	No file chosen		

+ Add More

🗑Remove

Click remove button to remove certain education level.

After uploading all your degree information, click on the "Save & Continue" Button.

Level of Education *	PSC/5 pass	**Degree Title** *	PSC
Major *	N/A	**Institution Name** *	Monipur School,Dhaka
Board *	Dhaka Board	**Result** *	Grade
CGPA/GPA *	5.00	**Scale** *	5.00
Expected/Year of passing *	2005		
Duration (years) *	5		
Achievement	Please write your achievement		
Certificate (Max 500 kB) *	Choose File	PSC Certificate.pdf		

+ Add More

🗑Remove

‹ Back   Save & Continue ›

Click on Save & Continue to move forward

You will redirect to Employment History Section. Here you have to give your current or past employment details.

Select your company/organization name from the dropdown menu.

Note: If you do not see your Company or organization name from the dropdown menu, type your company name in the box and click on the name you have just typed, as shown in previous steps.
Caution: Do not press 'Enter' from the keyboard after typing Company, organization, or institute name because it will not work.

Select your designation from the dropdown menu.

Select your designation from the dropdown menu

Note: If you do not find your desired designation, then type and click on it (as shown in previous steps)

If you do not see your designation in the list then type your designation in the box and click on your typed name to select.

Select your department from the dropdown menu. If you do not find your department from the list, type the department name in the box and click on the name (as shown in previous steps).

If you do not see your department name in the list then type your designation in the box and click on name to select.

Select your Job starting date from the calendar.

Provide your employment history

Select your joining date of the job from the calendar.

Company/Organization Name *	Rahimafrooz Bangladesh Ltd.
Department *	Operation Management

Designation * Senior Executive Officer

Employment Period

From Date * Employment Start Date

◑	Aug ▾	2022 ▾	⊙

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

End Date * Employment End Date
☐ I currently work here

Duration *

Responsibilities *

➕ Add More

Select your job end date from the calendar (if applicable).

Provide your employment history

Company/Organization Name *	Rahimafrooz Bangladesh Ltd.
Department *	Operation Management

Designation * Senior Executive Officer

Select your resign date of the job from the calendar.

Employment Period

From Date * 2020-08-01

End Date * Employment End Date

◑	Aug ▾	2021 ▾	⊙

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Duration *

Responsibilities * Please write your responsibilites

➕ Add More

References

References Please write your reference

Or, if you are still working in your current organization, just put a tick on "Currently work here."

Provide your employment history

Company/Organization Name *	Rahimafrooz Bangladesh Ltd.
Department *	Operation Management

Designation * Senior Executive Officer

Put tick mark on "I currently work here" if you're still working in the org.

Employment Period

From Date * 2020-08-01

End Date * ☑ I currently work here

Responsibilities * Please write your responsibilites

➕ Add More

References

References Please write your reference

➕ Add Reference

Type Job responsibility briefly.

Company/Organization Name *: Rahimafrooz Bangladesh Ltd.
Designation *: Senior Executive Officer
Department *: Operation Management

Employment Period
From Date *: 2020-08-01
End Date *: ☑ I currently work here
Responsibilities *: Monitors and executes day-to-day activities for the team to ensure required logistics support is delivered to internal and external customers.

+ Add More

References
References: Please write your reference

+ Add Reference

Type Job responsibility briefly

If you have more than one employment experience, then please "Add More" button.

Company/Organization Name *: Rahimafrooz Bangladesh Ltd.
Designation *: Senior Executive Officer
Department *: Operation Management

Employment Period
From Date *: 2020-08-01
End Date *: ☑ I currently work here
Responsibilities *: Monitors and executes day-to-day activities for the team to ensure required logistics support is delivered to internal and external customers.

+ Add More

Click Add More button if you have more experiences.

References
References: Please write your reference

+ Add Reference

After clicking the Add More button, you will have a new section (as shown below) to add another employment history. Please fill the area accordingly, as shown in the previous steps. If you need to remove any employee history, click the "Remove" button.

Company/Organization Name *: Select
Designation *: Select
Department *: Select

Employment Period
From Date *: Employment Start Date
End Date *: Employment End Date
☐ I currently work here

Duration *:

Responsibilities *: Please write your responsibilites

Click on remove button to remove employment history.

🗑 Remove

Now add references. Type in the box to add reference info (e.g., name, designation, organization, contact, email, relationship, etc.). Note: this field is an option, but it's good to have references.

References

References

Name: Mr. XYZ
Designation: CEO & Founder
Organization: XYZ Corporation
Contact: 017XXXXXXX
email: xyz@xyz.com
Relationship: Family Friend

+ Add Reference

‹ Back   Submit ✔

Type Reference person's information in the reference box.
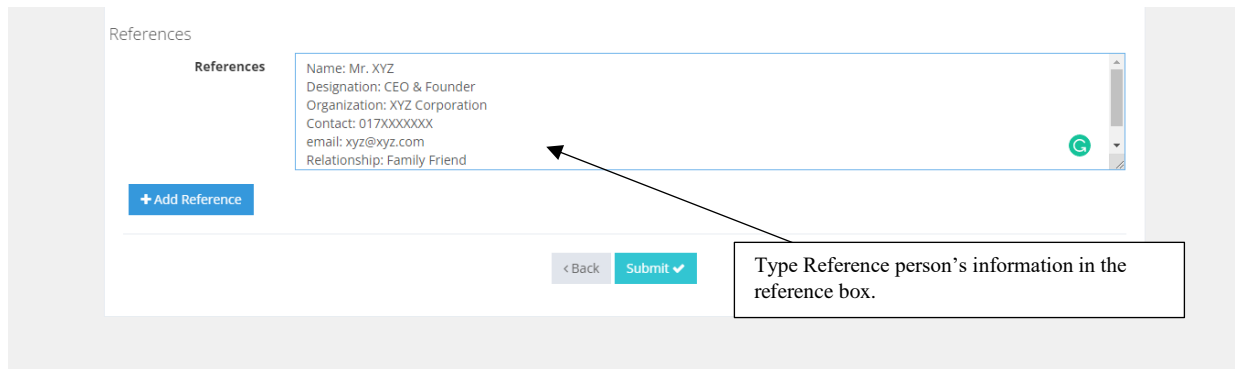
You can add more references by clicking the "+ Add Reference" Button

References

References

Name: Mr. XYZ
Designation: CEO & Founder
Organization: XYZ Corporation
Contact: 017XXXXXXX
email: xyz@xyz.com
Relationship: Family Friend

+ Add Reference

To add multiple references, click on "Add Reference" button.
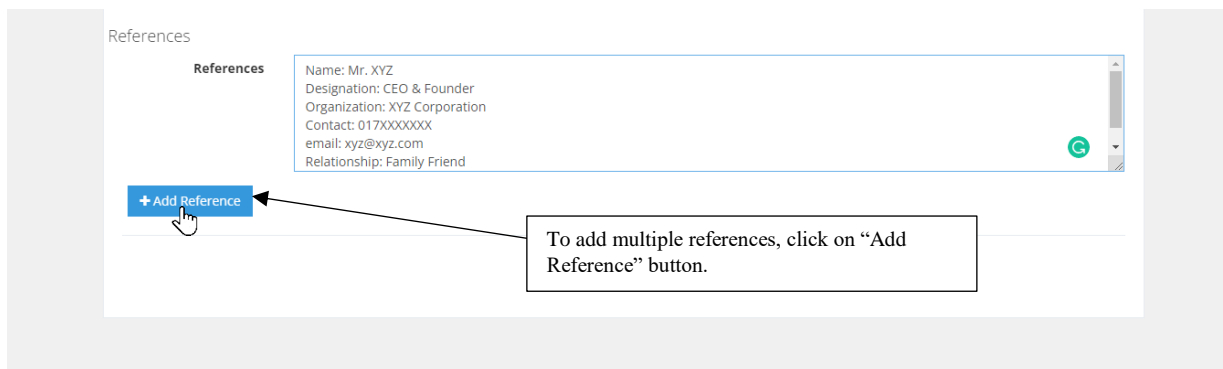
You can remove references by clicking the "Remove" Button.

References

References

Name: Mr. XYZ
Designation: CEO & Founder
Organization: XYZ Corporation
Contact: 017XXXXXXX
email: xyz@xyz.com
Relationship: Family Friend

References

Name: Mr. ABC
Designation: Director
Organization: ABC Organization
Contact: 018XXXXXXX
email: xyz@xyz.com
Relationship: Professional

To remove any reference, click on "Remove" button.

🗑Remove

**Click the "Submit" button to complete your profile.**

Click on Submit button to complete your profile creation.

After clicking Submit button, you will be redirected to Profile information, where you will see a successful notification that means your profile has been created successfully.

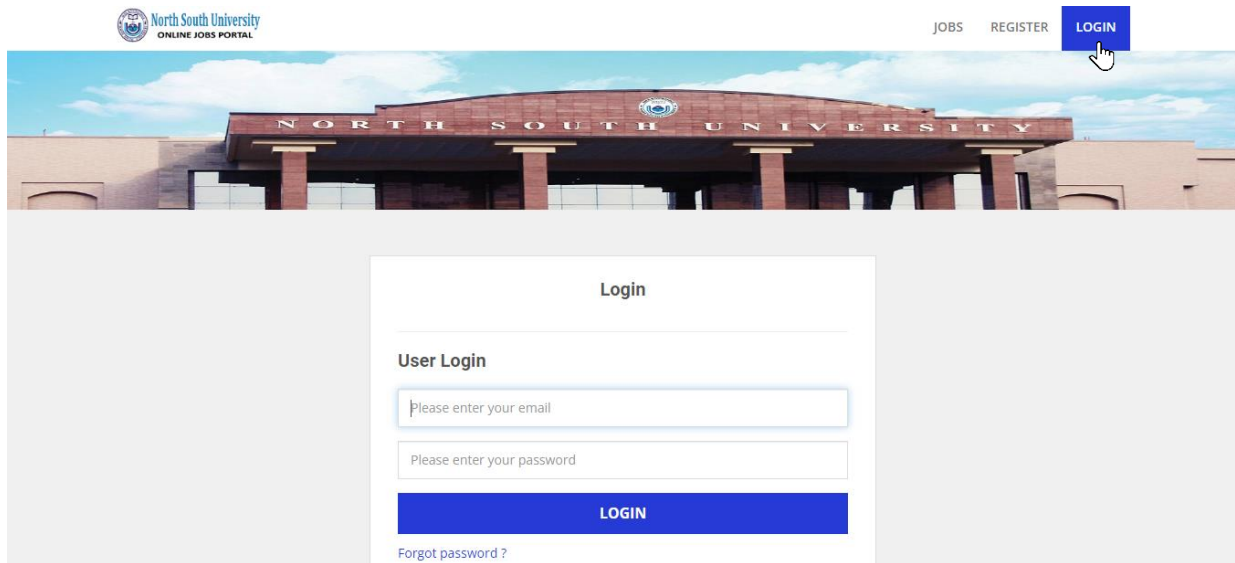You will see successfully profile create notification
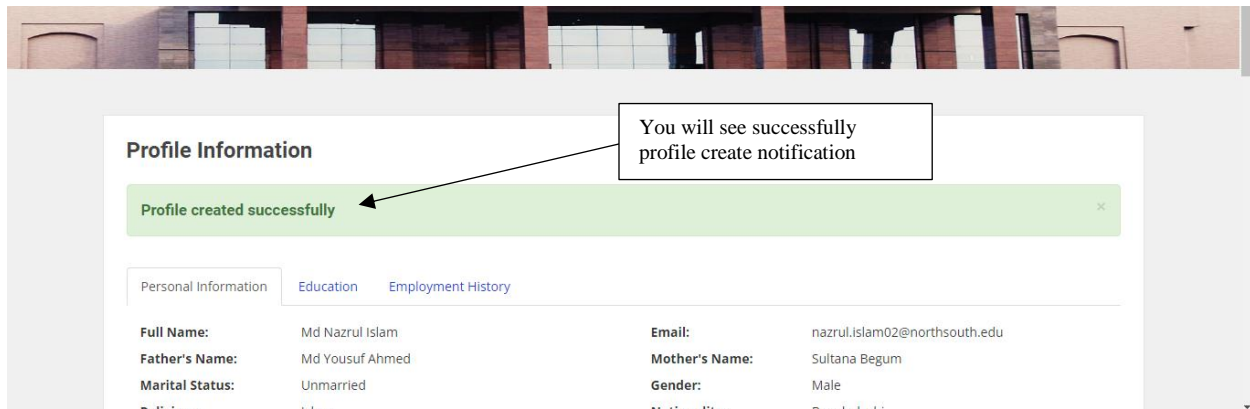
You will be able to see three Tabs on the top blow menu bar: Personal Information, Education, and Employment History. You can click those tabs to move from one section to another.
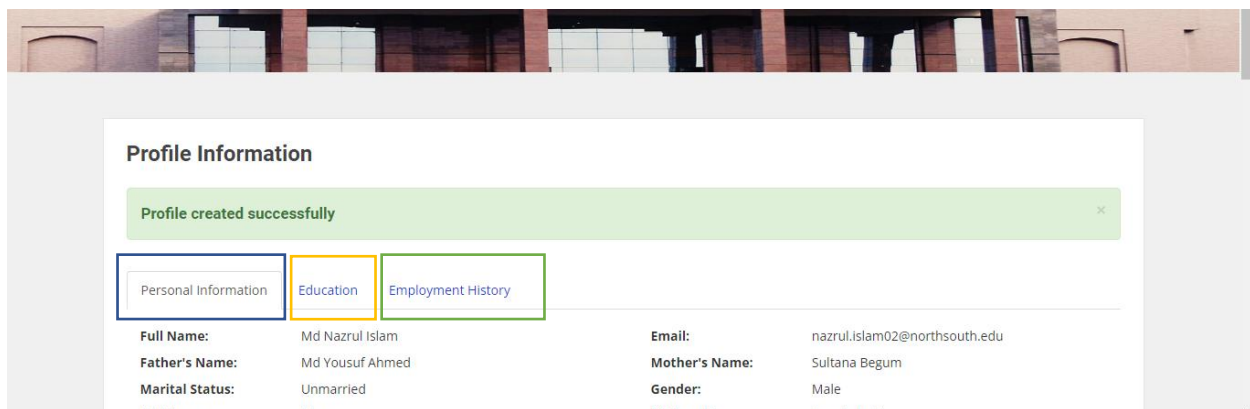
Your Registration is now fully completed.

How to login into North South Online Job Portal?
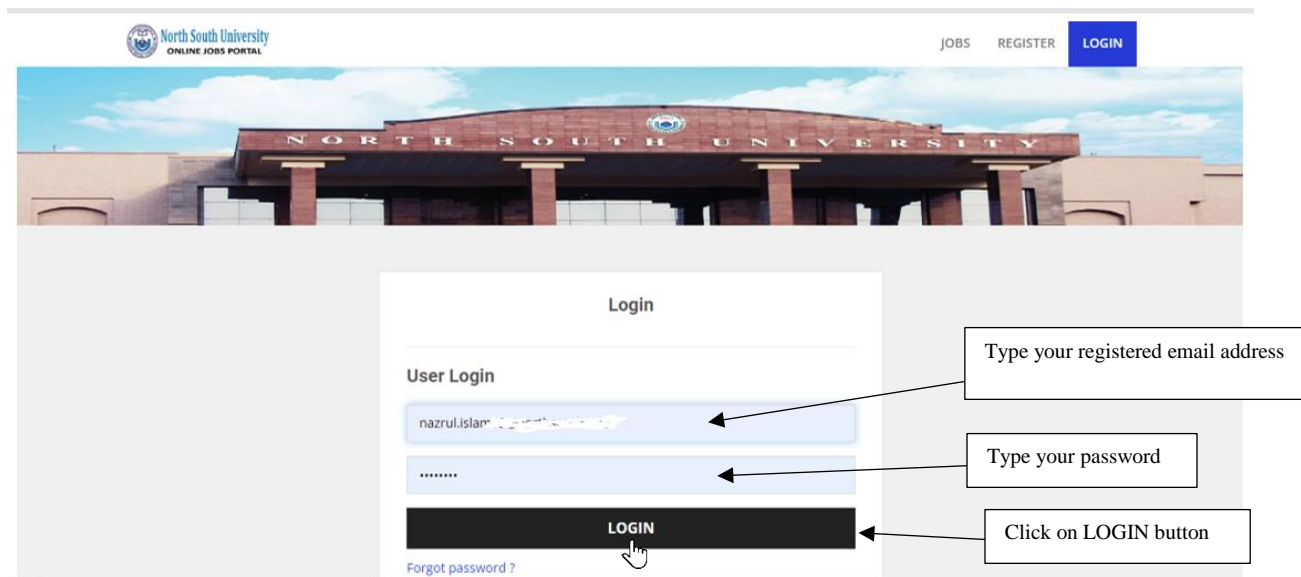
Go to North South University Online Jobs Portal by visiting **https://jobs.northsouth.edu** and click on the **LOGIN** button on the top right of the page or type **https://jobs.northsouth.edu/login** on the internet browser to go on the LOGIN page directly.

Enter your valid registered email address and Password and click on the LOGIN button.

You will log into North South Online Job Portal and see a welcome notification on the page.

After successful login you will see the greetings notification.
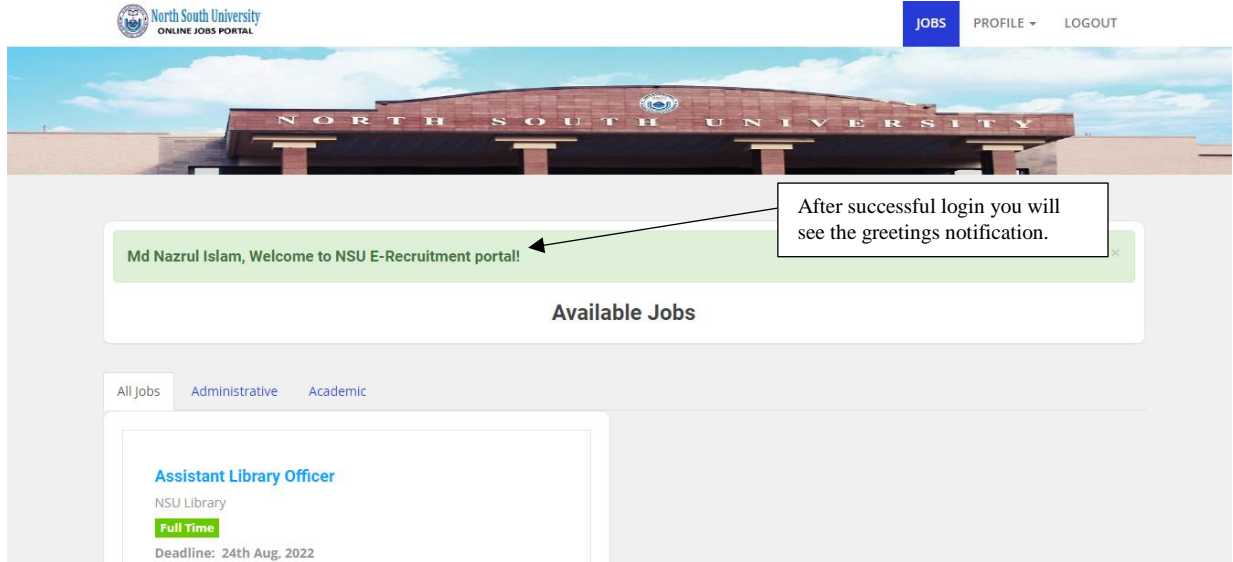
How to Recover or Reset Password?

If you forget your Password, then nothing to worry about it. Just click on "Forgot password?" The link below LOGIN Button.

To reset password click on Forgot Password link.
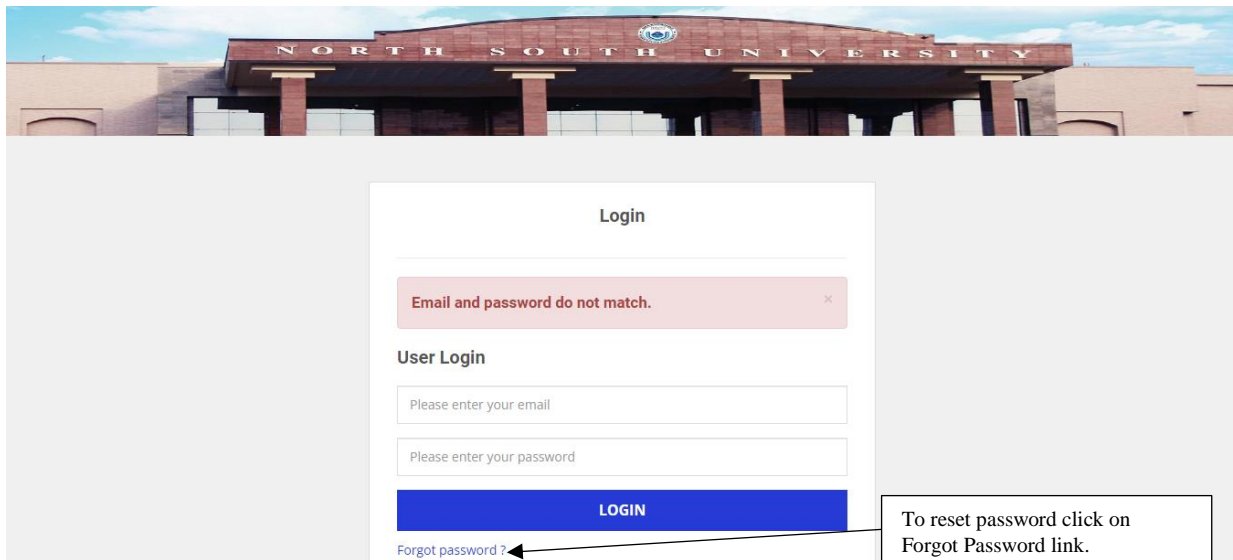
Give your registered email address and click on the RECOVER PASSWORD button.

Type your registered email address

After typing email address click on RECOVER PASSWORD button
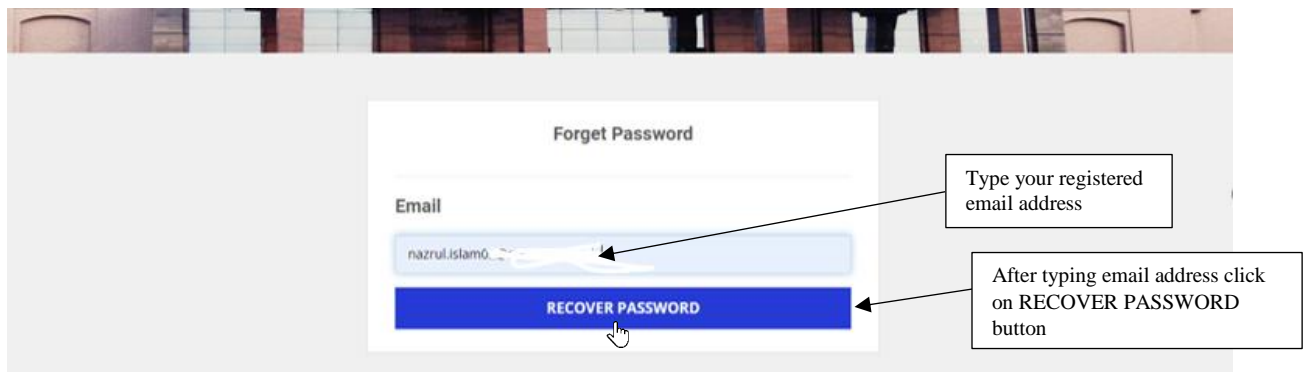
A password reset link will be sent to your email address.

Your password reset link will be sent at your email and you will see notification.
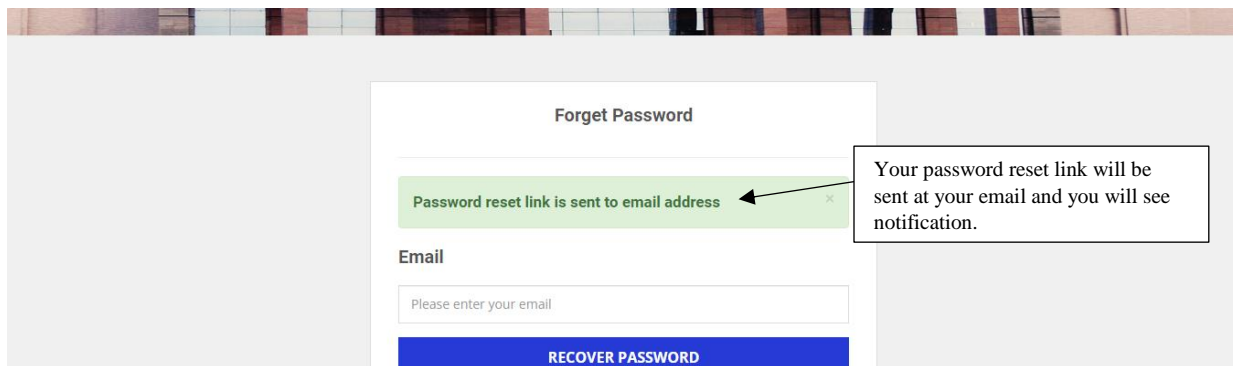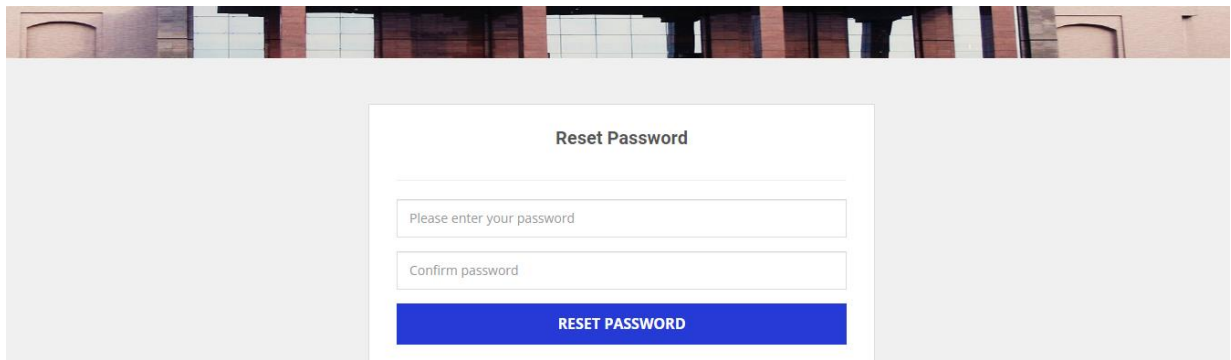
A reset password link email (Subject: NSU E-RECRUITMENT forget Password) will be sent to your email. Check your primary inbox. If not found, please check your Spam/Junk mailbox.
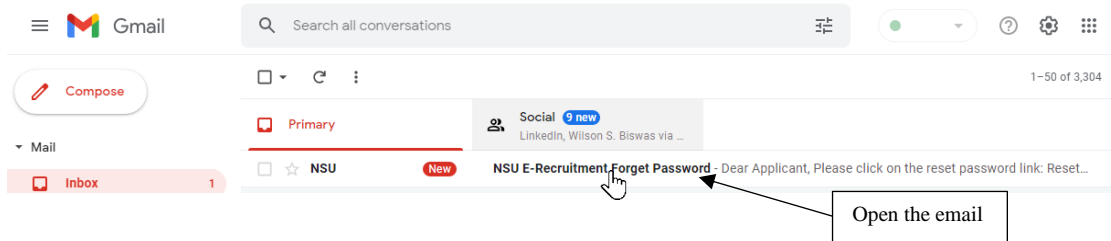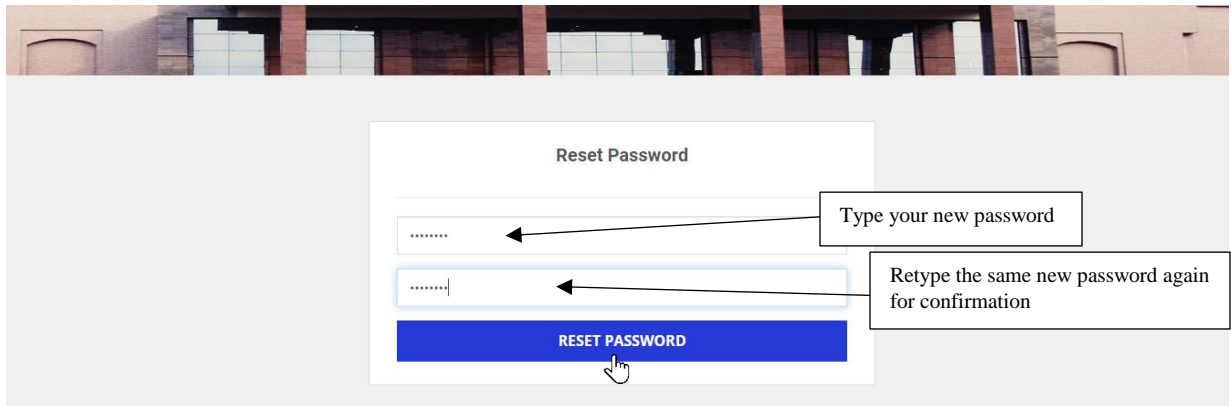
Open the email

Open the email and click on the "Reset Password" link.

Click on the Reset Password link.
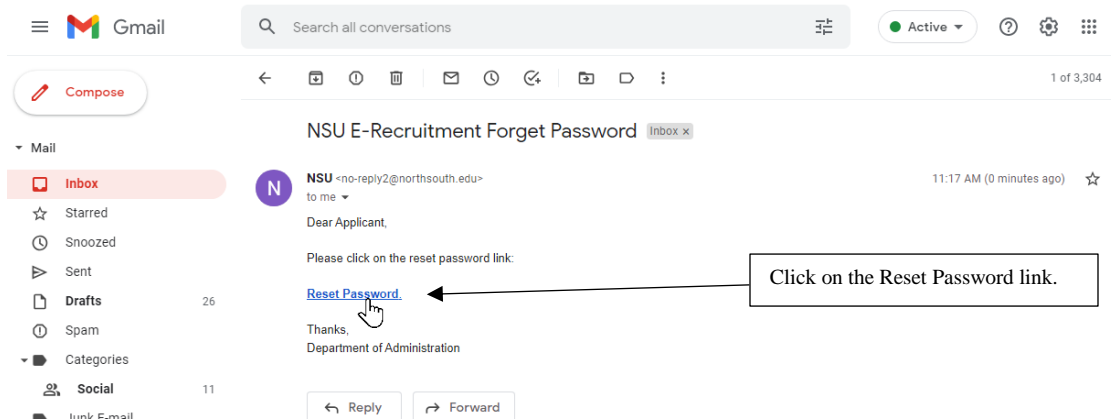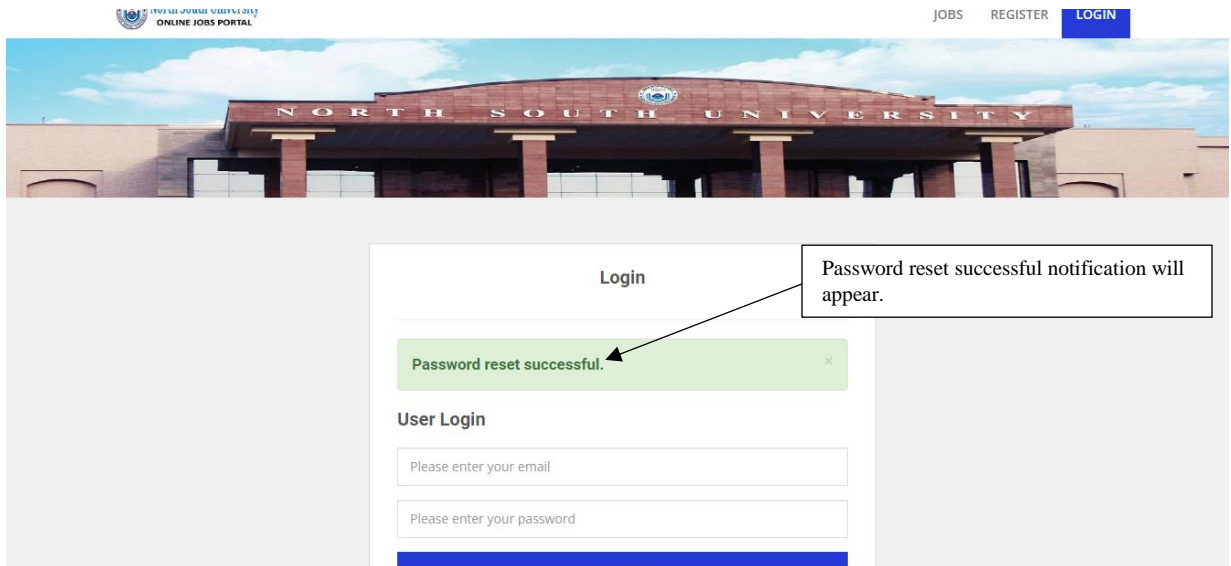
You will be redirected to a Reset Password page.

Enter your desired Password and for confirmation, enter again and click on the RESET PASSWORD button.

Type your new password

Retype the same new password again for confirmation

And your Password will be successfully reset, and you will be able to see a confirmation notification.

Password reset successful notification will appear.

How to apply for a specific Job?

Go to North South University Online Jobs Portal by visiting the https://jobs.northsouth.edu
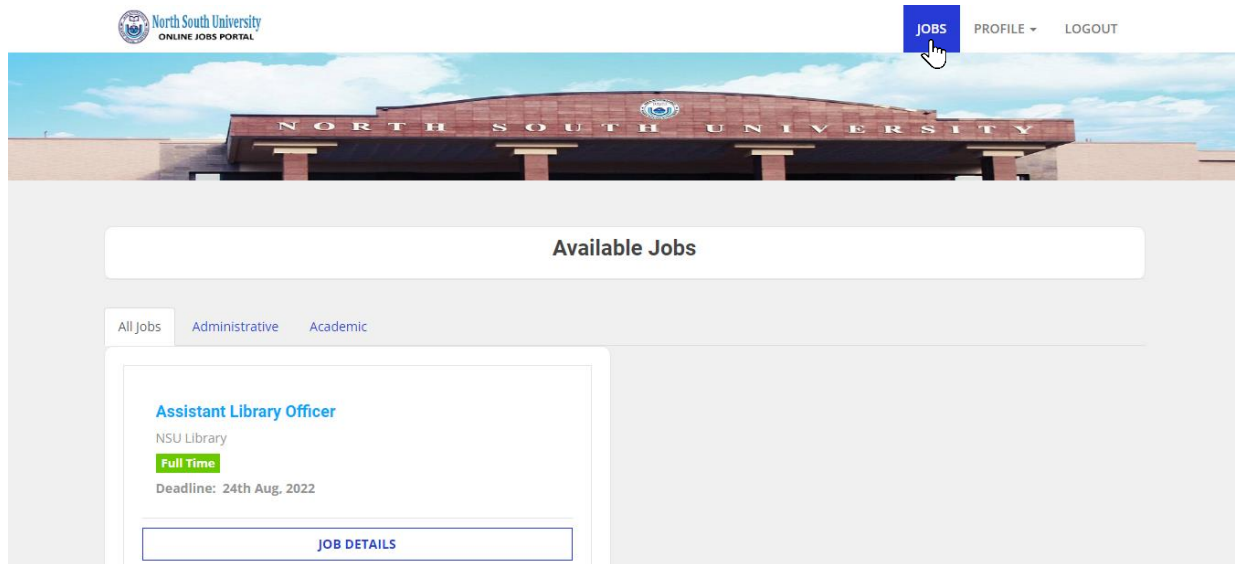
Click on Job Detail.
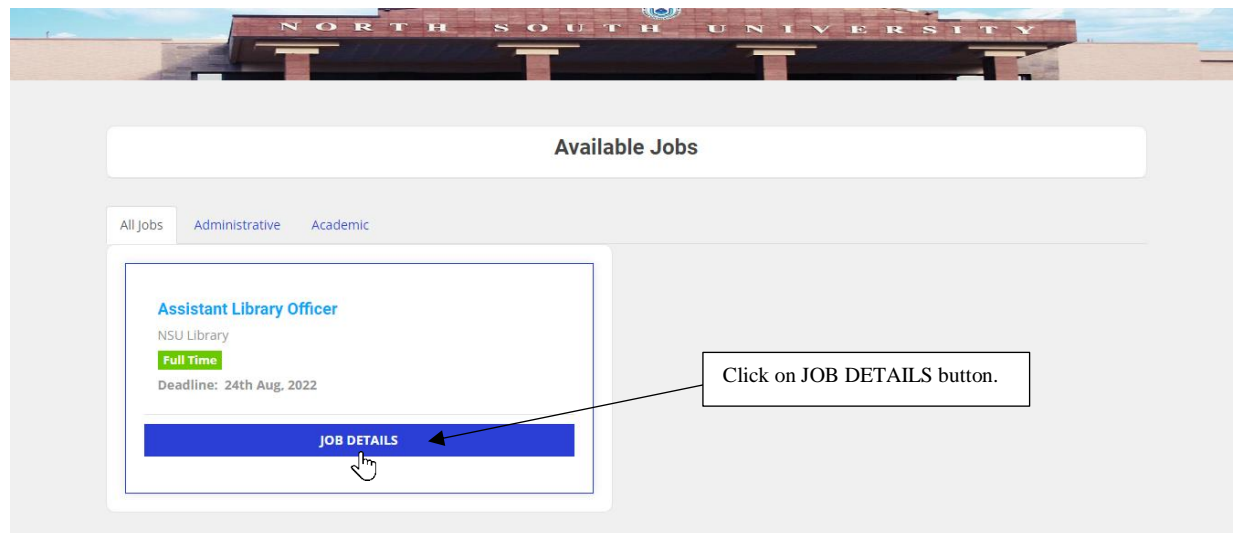
You will be redirected to the job summary page. On this page, you can see the Position Name, Job Description, Number of Positions, Pay Scale, Application Deadline, Department Name, Job type, Age Limit, Job benefits, etc.

North South University
ONLINE JOBS PORTAL

JOBS   REGISTER   LOGIN

NORTH SOUTH UNIVERSITY

Home / Job Details

Please read the full job description carefully to see if you have the skills, knowledge and experience NSU is looking for. Only eligible candidates will be contacted by NSU for written examination and interview.

Assistant Library Officer

Date Posted: 26th Jul, 2022

Position Name:

Assistant Library Officer

Job Description:

Candidates should:

- Efficiently manage/operate emerging library trends and relevant tools/software; handle check-in/check-out.

- Ensure library service quality and user satisfaction; engage in information literacy, research support, user information-seeking behavior, copyright and online security issues.

- Be skilled in preserving digital and non-digital resources, metadata creation and management, and bibliometric analysis.

- Supervise different sections/resources/users and be capable of internal/external communication.

- Be ready to perform any other duties as assigned.

Essential Requirements:

- Candidates should have MA/MSS with BA/BSS (Hons.) in Information Science/Studies and Library Management from any reputed university with at least 2nd Class/ CGPA 2.5 out of 4.

Age: May not be more than 32 years.

Other Terms and Conditions:

- Candidates should have good command of English, IT competency and strong interpersonal relationship skills.

- Candidates should be available for shifting/roster duty and flexible to work in various situations.

Remuneration: An attractive salary package with in-house medical services as per NSU policy.

Job Benifits:

As per NSU policy

**NSU reserves the right not to appoint anyone if suitable candidates are not found.
Any prior communication or persuasion to the position will be considered as a disqualification.
Interested candidates are requested to apply through jobs.northsouth.edu.**

Job summary:	
Number of Postions	5
Pay Scale	0
Application Deadline	24th Aug, 2022
Department	NSU Library
Job Type	Full Time
Age Limit	32 Years

✈ Apply Now

Click on the "Apply Now" button below of job description.

Candidates should have good command of English, IT competency and strong interpersonal relationship skills.

Candidates should be available for shifting/roster duty and flexible to work in various situations.

Remuneration: An attractive salary package with in-house medical services as per NSU policy.

Job Benifits:
As per NSU policy

NSU reserves the right not to appoint anyone if suitable candidates are not found.
Any prior communication or persuasion to the position will be considered as a disqualification.
Interested candidates are requested to apply through jobs.northsouth.edu.

Click on the "Apply Now" button for applying the job

✈ Apply Now

A pop-up window will appear where the system will ask your permission. To apply, click on the "Yes!" button.

Candidates should be available for shifting/roster duty and flexible to work in various situations.

Remuneration: An attractive salary package with in-house medical services as per NSU policy.

Job Benifits:
As per NSU policy

NSU reserves the right not to app
Any prior communication or persuasion
Interested candidates are requ

Are you sure want to apply to this job?

Click on Yes button for confirmation.

Yes!   Cancel

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Congratulation. Your application will be successfully applied, and you will see a notification in the middle of the page.

North South University
ONLINE JOBS PORTAL

JOBS   PROFILE ▾   LOGOUT

Home / Job Details

Please read the full job description carefully to see if you have the skills, knowledge and experience NSU is looking for.
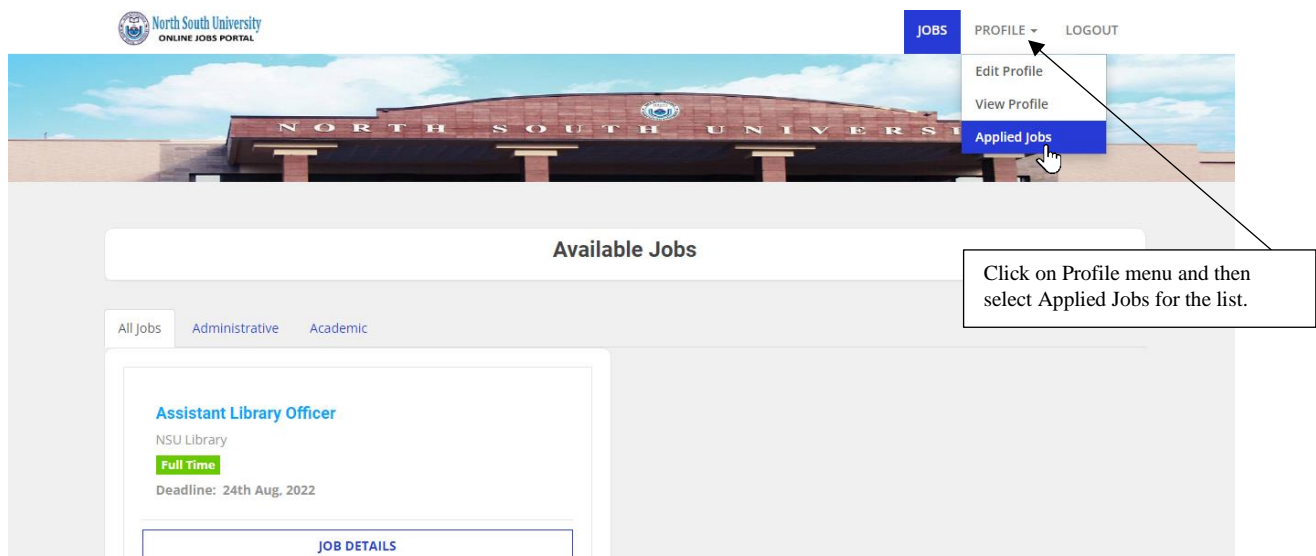Only eligible candidates will be contacted by NSU for written examination and interview.

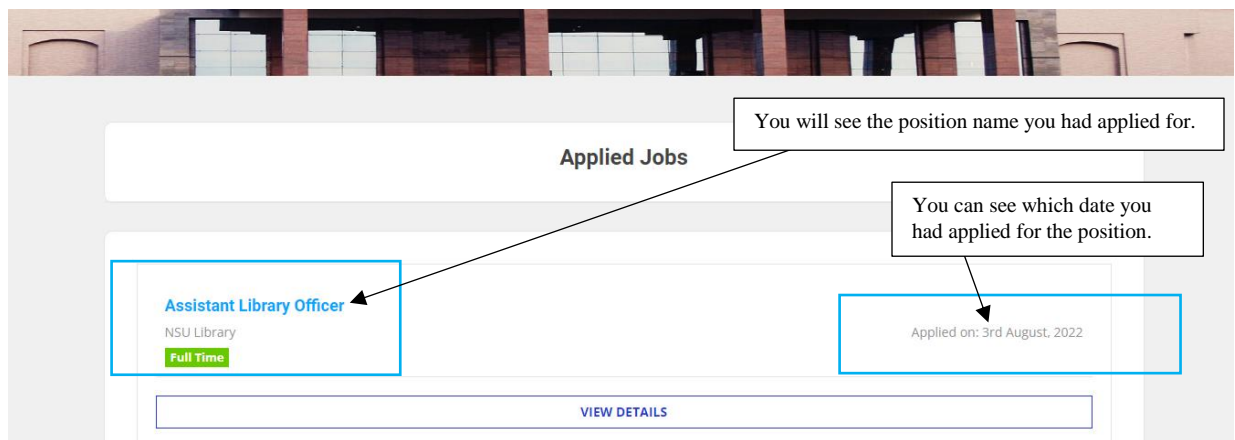**Assistant Library Officer**
Date Posted: 26th Jul, 2022

You will see successful notification

Successfully Applied   ×

How to see how many job positions you have applied for?

Keep your mouse cursor on the PROFILE menu to see your applied job list. An automated dropdown menu will appear. Now click on the Applied Jobs option from the dropdown menu.

Click on Profile menu and then select Applied Jobs for the list.

You will see the job list and date of application.

You will see the position name you had applied for.

You can see which date you had applied for the position.

If you click on the "View Details" button of a specific job, you will see its details to recall your memory.

Click on VIEW DETAILS to recall your memory.