



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 Benefits:

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](#)



Table of Content

Sl.	Content	Page
1.	<u>NSU E-Recruitment Service.</u>	03
2.	<u>Get Registered on NSU E-Recruitment System</u>	04
3.	<u>Profile Creation</u>	08
4.	<u>Login into NSU E-Recruitment System</u>	28
5.	<u>Recover or Reset Password</u>	29
6.	<u>Apply for a Job</u>	32
7.	<u>See how many job positions you have applied for</u>	35

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.

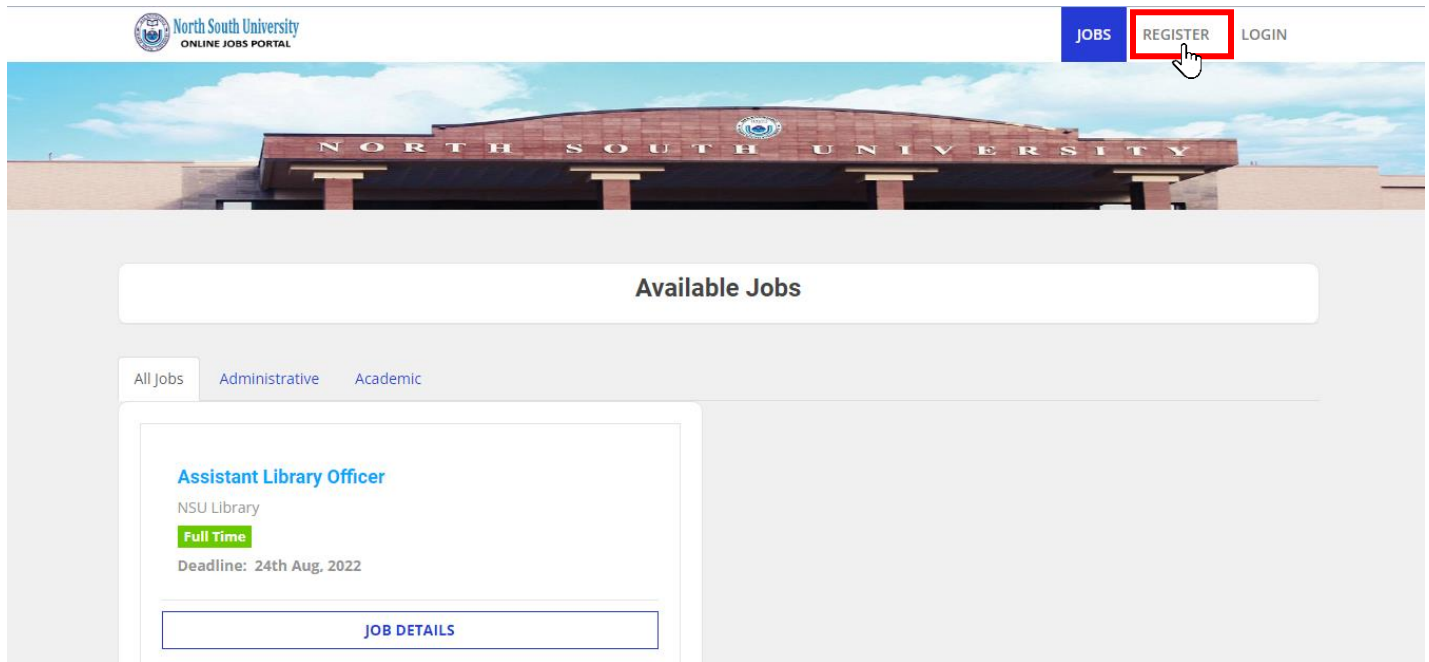
NSU E-Recruitment System is very easy to use. It is user-friendly, and anyone can use this facility. In NSU E-Recruitment System, anyone can easily apply for a specific position with a few simple steps. So how to access this site as a job seeker? We will show you how easy it is.



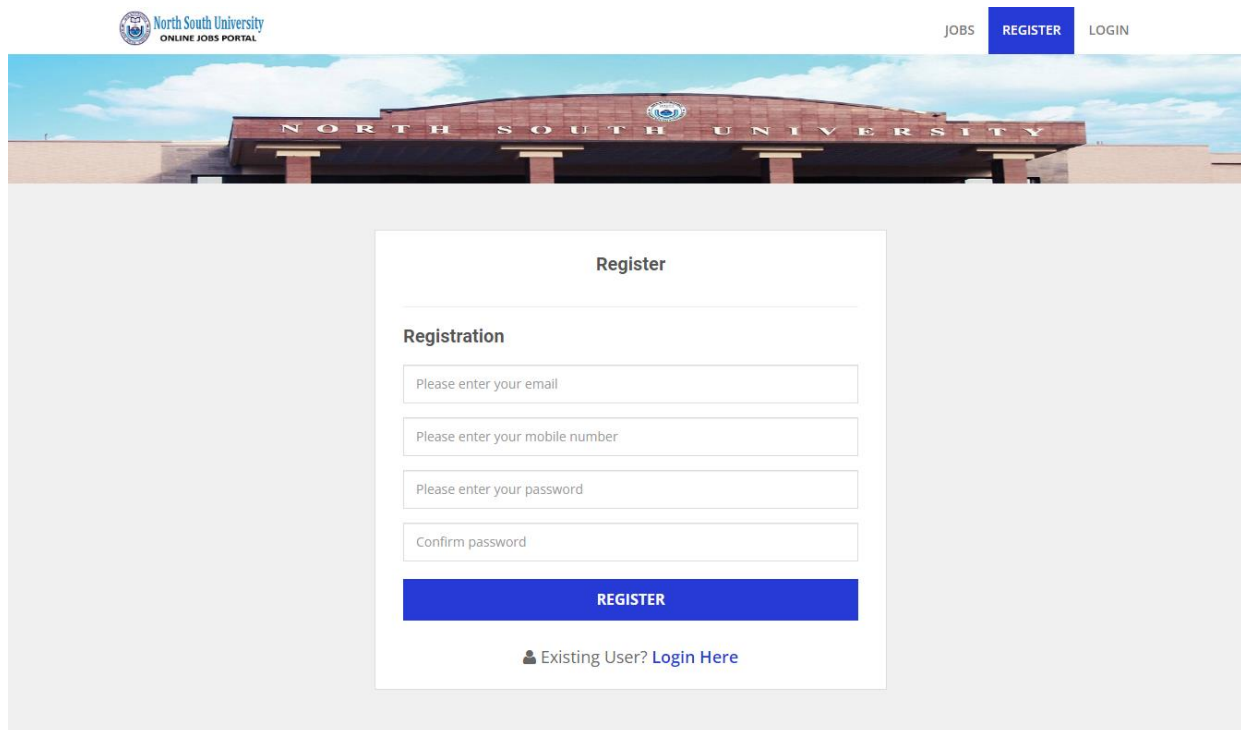
How to Get Registered on NSU E-Recruitment System?

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.



Copyright © 2022 Developed & Maintained By Office of IT, NSU. All rights reserved.

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

Register

Registration

Provide your valid email address. e.g.: abc@gmail.com or abc@yahoo.com, etc.

Provide your valid mobile number.

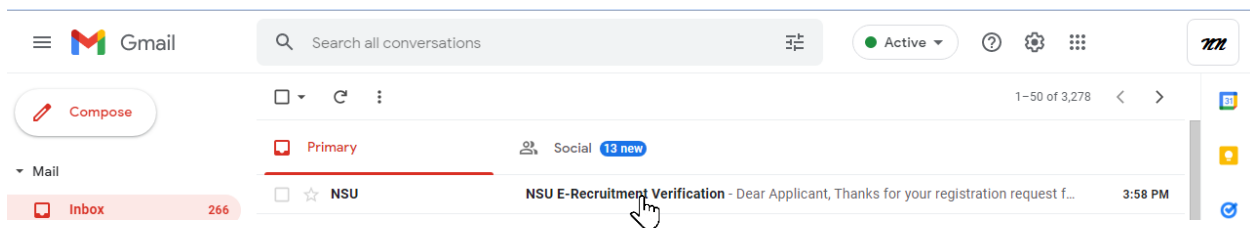
Type your password

Retype your password again for confirming your password.

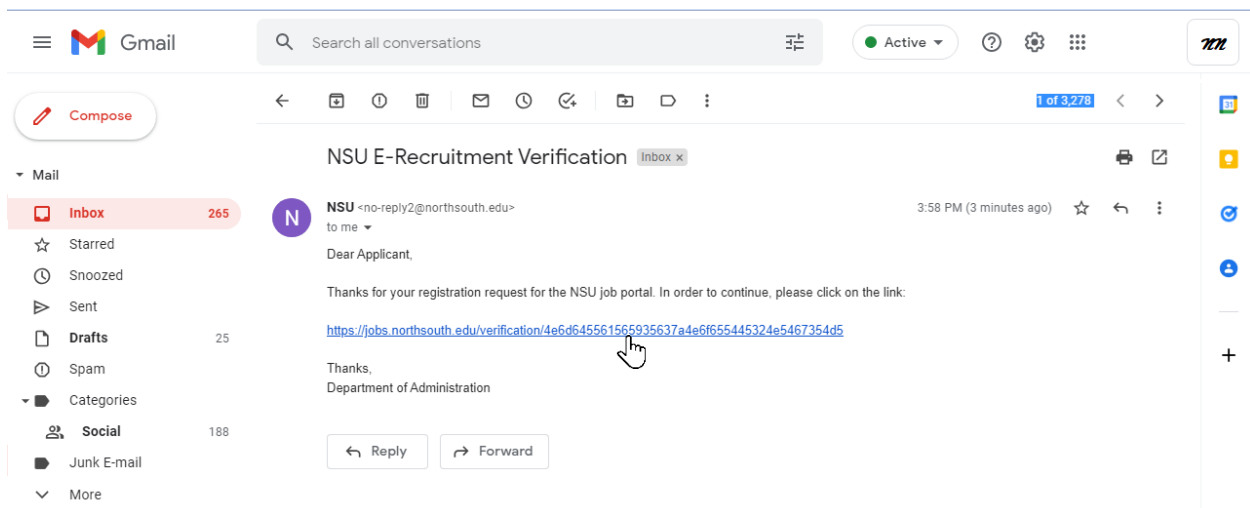
REGISTER

Existing User? [Login Here](#)

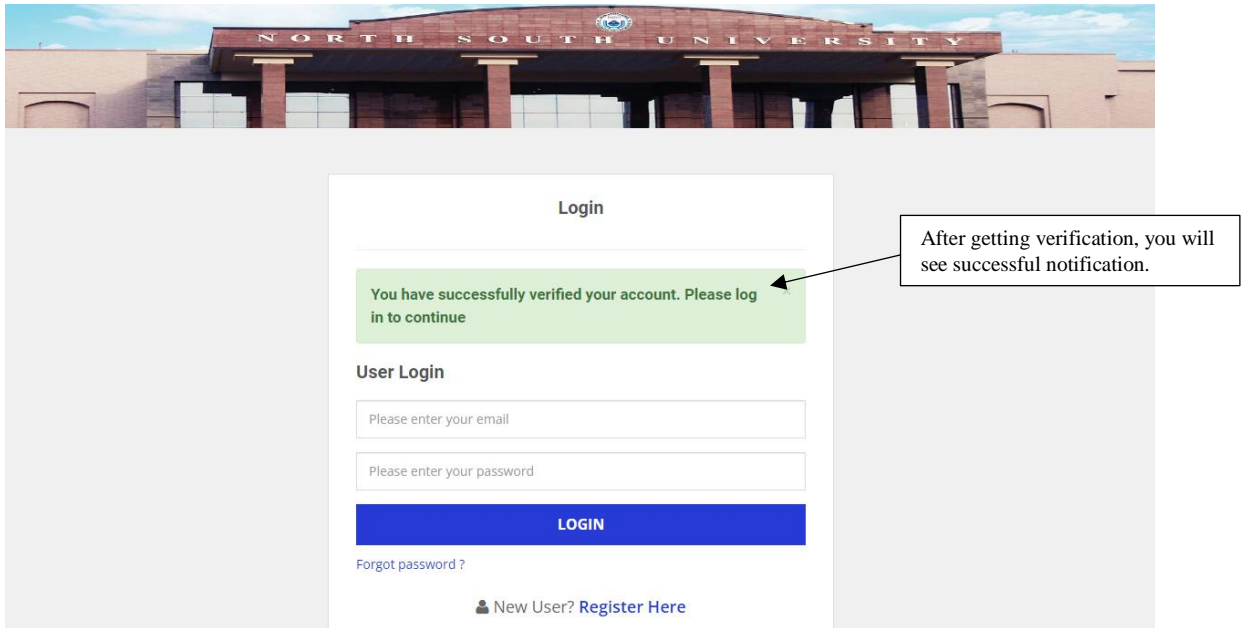
A verification mail (Subject: NSU E-RECRUITMENT Verification) will be sent to your email. Check your primary inbox. If not found, please check your Spam/Junk mailbox.



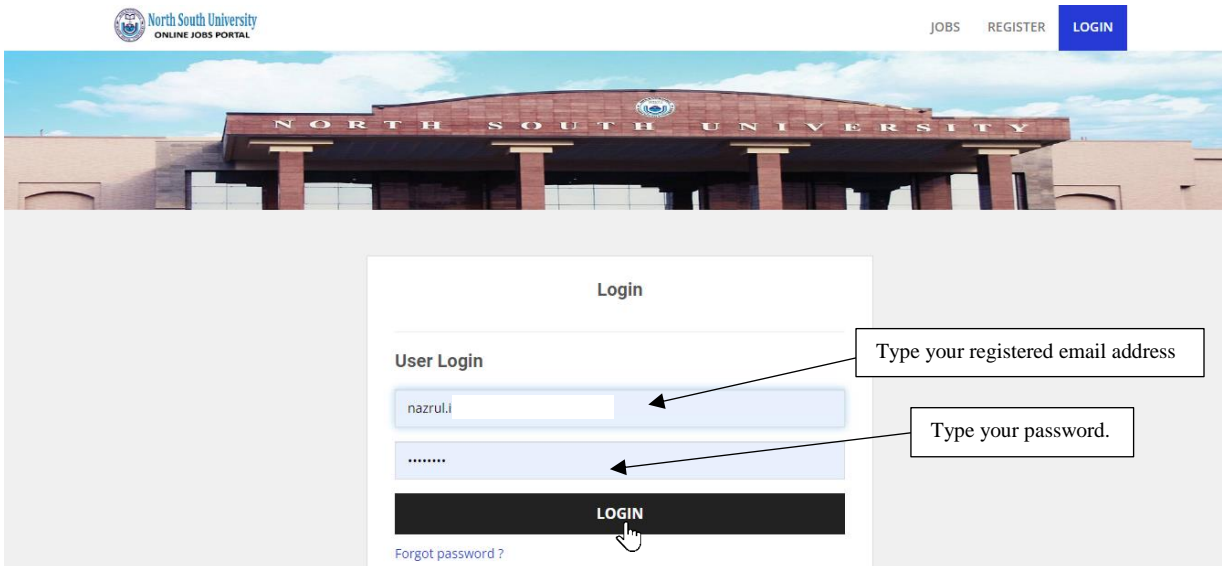
Open the mail and click on the link to complete the registration process.



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



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.



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.

Please email at nsuhr@northsouth.edu if you face any issue.

1 Personal Information 2 Education 3 Employment History

Provide your personal information

Full Name *	<input type="text" value="Please enter full name"/>	Email *	<input type="text" value="nazrul"/>
Father's Name *	<input type="text" value="Please enter father's name"/>	Mother's Name *	<input type="text" value="Please enter mother's name"/>
Marital Status *	<input type="text" value="Select"/>	Gender *	<input type="text" value="Select"/>
Religion	<input type="text" value="Select"/>	Nationality	<input type="text" value="Select"/>
Mobile *	<input type="text" value="Please enter mobile number"/> Format: 01xxxxxxxx	Emergency Contact *	<input type="text" value="Please enter mobile number"/> Format: 01xxxxxxxx
Present Address *	<input type="text"/>	Permanent Address *	<input type="text"/>

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.

Please email at nsuhr@northsouth.edu if you face any issue.

1 Personal Information 2 Education 3 Employment History

Provide your personal information

Full Name * Md Nazrul Islam Email * nazrul.isl@northsouth.edu

Father's Name * Md You Mother's Name * Sulta

Marital Status * Unmarried (dropdown menu open) Gender * Select

Religion * Select

Mobile * Please enter mobile number (Format: 01xxxxxxxxx)

Nationality * Select

Emergency Contact * Please enter mobile number (Format: 01xxxxxxxxx)

Present Address * Permanent Address *

Callouts:

- Type your Full Name
- Type your Father's Name
- Type your Mother's Name
- Select your marital status from dropdown menu

Select your gender identity from the dropdown menu.

Please email at nsuhr@northsouth.edu if you face any issue.

1 Personal Information 2 Education 3 Employment History

Provide your personal information

Full Name * Md Nazrul Islam Email * nazrul.isl@northsouth.edu

Father's Name * Md You Mother's Name * Sulta

Marital Status * Unmarried

Religion * Select

Mobile * Please enter mobile number (Format: 01xxxxxxxxx)

Nationality * Select

Emergency Contact * Please enter mobile number (Format: 01xxxxxxxxx)

Present Address * Permanent Address *

Date of Birth * Blood Group * Select

Callout:

- Select your gender from dropdown menu

Select your Religion from the dropdown menu.

Please email at nsuhr@northsouth.edu if you face any issue.

1 Personal Information 2 Education 3 Employment History

Provide your personal information

Choose your religion from dropdown menu.

Full Name *	Md Nazrul Islam	Email *	nazrul.isl
Father's Name *	Md Y	Mother's Name *	Sult
Marital Status *	Unmarried	Gender *	Male
Religion	Select	Nationality	Select
Mobile *	Islam	Emergency Contact *	Please enter mobile number
Present Address *	Hinduism	Permanent Address *	
Date of Birth *	Christianity	Blood Group	Select
Identification Type *	Buddhism	Language	
NID *			

Format: 01xxxxxxxxx

NID Passport Birth certificate

Please enter NID number

Select your Nationality from the dropdown menu.

Please email at nsuhr@northsouth.edu if you face any issue.

1 Personal Information 2 Education 3 Employment History

Provide your personal information

Select your Nationality from dropdown menu.

Full Name *	Md Nazrul Islam	Email *	nazrul.i
Father's Name *	Md Yi	Mother's Name *	Sul
Marital Status *	Unmarried	Gender *	Male
Religion	Islam	Nationality	Select
Mobile *	Please enter mobile number	Emergency Contact *	Bangladeshi
Present Address *		Permanent Address *	Indian
Date of Birth *		Blood Group	Afghan
Identification Type *		Language	Albanian
NID *			Algerian

Format: 01xxxxxxxxx

NID Passport Birth certificate

Please enter NID number

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	Email *	nazrul.islar	Type your mobile number
Father's Name *	Md Yc	Mother's Name *	Su	Type your emergency contact number.
Marital Status *	Unmarried	Gender *	Male	Type your present address.
Religion *	Islam	Nationality *	Bangladeshi	Type your permanent address.
Mobile *	01	Emergency Contact *	01:	If your Present Address and Permanent Address are same, then tick on "same as present address"
Present Address *	House Dhaka -	Permanent Address *	22 E - 1205	
		<input type="checkbox"/> Same as present address		

Select your date of Birth from the calendar.

Present Address *	House 90, Rc R/A, Dhaka -	Permanent Address *	22 aka - 1205	Select your date of birth from the calendar.
		<input type="checkbox"/> Same as present address		
Date of Birth *	<input type="text"/>	Blood Group *	Select	
Identification Type *	<input type="radio"/> Birth certificate	Language	<input type="text"/>	
NID *	<input type="text"/>	Photo (Max 500 kB) *	<input type="text"/>	

Calendar: Jul 2022. Grid showing dates from 3 to 31. Date 27 is highlighted.

Select Blood Group from the dropdown menu.

Present Address *	House 90, Road , Dhaka -	Permanent Address *	22 1 - 1205	Select your Blood group from the dropdown menu.
		<input type="checkbox"/> Same as present address		
Date of Birth *	1995-01-01	Blood Group *	Select	
Identification Type *	<input checked="" type="radio"/> NID <input type="radio"/> Passport <input type="radio"/> Birth certificate	Language	<input type="text"/>	
NID *	Please enter NID number	Photo (Max 500 kB) *	<input type="text"/>	

Blood Group Dropdown: Select, A+, A-, B+, B-, O+, O-, AB+, AB-

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.

The form contains the following fields and callouts:

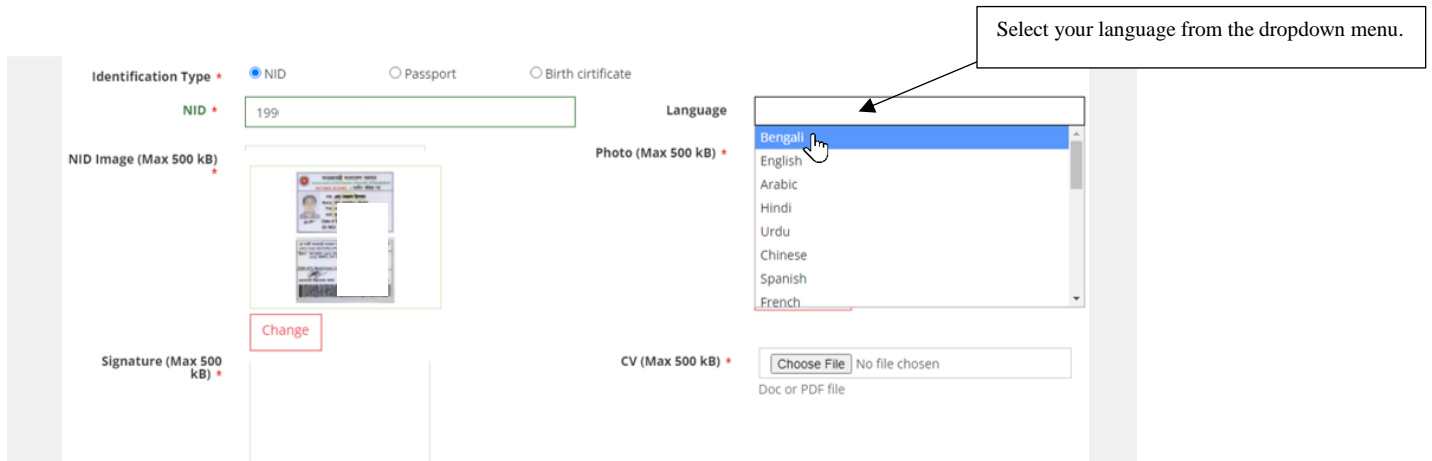
- Date of Birth ***: 1995-01-01
- Identification Type ***: Radio buttons for NID (selected), Passport, and Birth certificate. A callout box points to this section with the text: "Choose your Identification Type."
- NID ***: Text input containing "199". A callout box points to this field with the text: "Type your Identification's Number. E.g.: NID Number"
- NID Image (Max 500 kB) ***: Image upload area with a "Select image" button.
- Photo (Max 500 kB) ***: Image upload area with a "Select image" button.
- Signature (Max 500 kB) ***: Image upload area with a "Select image" button.
- CV (Max 500 kB) ***: File upload area with a "Choose File" button and the text "No file chosen" and "Doc or PDF file".
- Blood Group**: Dropdown menu showing "A+".
- Language**: Text input field.
- Same as present address**: Checkable option.
- Save & Continue >**: Button at the bottom.

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.

This form is identical to the one above, but with a callout box pointing to the "Select image" button under the "NID Image" field. The callout text is: "To upload image, click on the 'Select image' button".

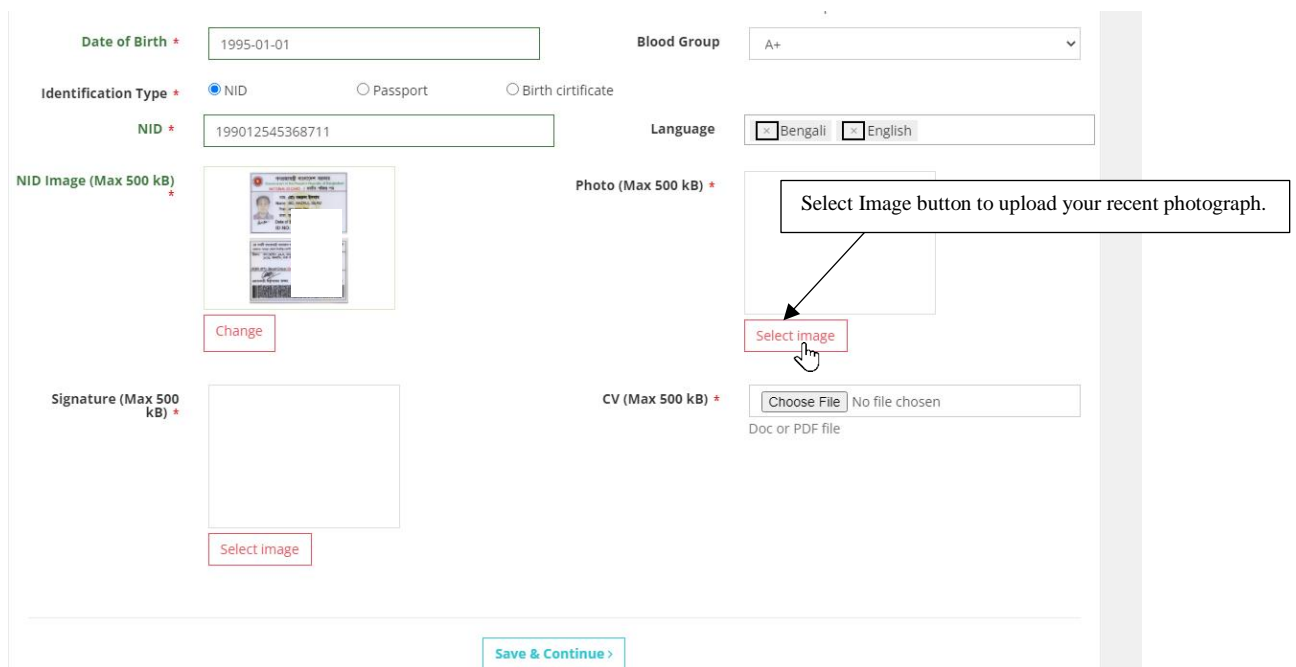
Now select your language from the dropdown menu. You can choose multiple languages. E.g., Bengali, English, French, Spanish, etc.

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



This screenshot shows a registration form with several fields. The 'Language' dropdown menu is open, displaying a list of languages: Bengali, English, Arabic, Hindi, Urdu, Chinese, Spanish, and French. A callout box with an arrow points to the 'Bengali' option, containing the text 'Select your language from the dropdown menu.' Other fields include 'Identification Type' (radio buttons for NID, Passport, Birth certificate), 'NID' (text input with '199'), 'NID Image (Max 500 kB)' (image preview with a 'Change' button), 'Signature (Max 500 kB)' (empty box with a 'Change' button), 'Photo (Max 500 kB)' (empty box with a 'Select image' button), and 'CV (Max 500 kB)' (file upload button labeled 'Choose File' with 'No file chosen' and 'Doc or PDF file' below it).

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



This screenshot shows the same registration form as above, but with the 'Photo (Max 500 kB)' field selected. A callout box with an arrow points to the 'Select image' button, containing the text 'Select Image button to upload your recent photograph.' The 'Language' field now shows 'Bengali' and 'English' selected with checkboxes. Other fields include 'Date of Birth' (text input with '1995-01-01'), 'Blood Group' (dropdown menu with 'A+' selected), 'Identification Type' (radio buttons for NID, Passport, Birth certificate), 'NID' (text input with '199012545368711'), 'NID Image (Max 500 kB)' (image preview with a 'Change' button), 'Signature (Max 500 kB)' (empty box with a 'Select image' button), and 'CV (Max 500 kB)' (file upload button labeled 'Choose File' with 'No file chosen' and 'Doc or PDF file' below it). A 'Save & Continue >' button is visible at the bottom of the form.

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.

The screenshot shows a registration form with the following fields and buttons:

- NID ***: Input field containing '1991'. Below it is a thumbnail of an NID card and a 'Change' button.
- Language**: Radio buttons for 'Bengali' and 'English'.
- NID Image (Max 500 kB) ***: A placeholder for the NID image with a 'Change' button below it.
- Photo (Max 500 kB) ***: A thumbnail of a person's photo with a 'Change' button below it.
- Signature (Max 500 kB) ***: A large empty box for the signature with a 'Select image' button at the bottom left. A callout box with an arrow points to this button, containing the text: "Select Image button to upload your signature image."
- CV (Max 500 kB) ***: A file selection area with a 'Choose File' button, 'No file chosen' text, and 'Doc or PDF file' label.

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

The screenshot shows the registration form after the signature has been uploaded. The fields and buttons are:

- NID ***: Input field containing '1991'. Below it is a thumbnail of an NID card and a 'Change' button.
- Language**: Radio buttons for 'Bengali' and 'English'.
- NID Image (Max 500 kB) ***: A thumbnail of the NID image with a 'Change' button below it.
- Photo (Max 500 kB) ***: A thumbnail of the person's photo with a 'Change' button below it.
- Signature (Max 500 kB) ***: A large box containing a handwritten signature 'Nar...' with a 'Change' button below it.
- CV (Max 500 kB) ***: A file selection area with a 'Choose File' button, 'CV.doc' text, and 'Doc or PDF file' label.
- Save & Continue >**: A blue button at the bottom center. A callout box with an arrow points to this button, containing the text: "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.

1 Personal Information 2 Education 3 Employment History

Provide your educational details

Level of Education * Degree Title *

Major * Institution Name *

Board * Result *

Marks (%) *

Expected/Year of passing *

Duration (years) *

Achievement

Certificate (Max 500 kB) *

+ Add More

< Back Save & Continue >

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.

Level of Education * Degree Title *

Major * Institution Name *

Board * Result *

CGPA/GPA *

Scale *

Expected/Year of passing *

Duration (years) *

Achievement

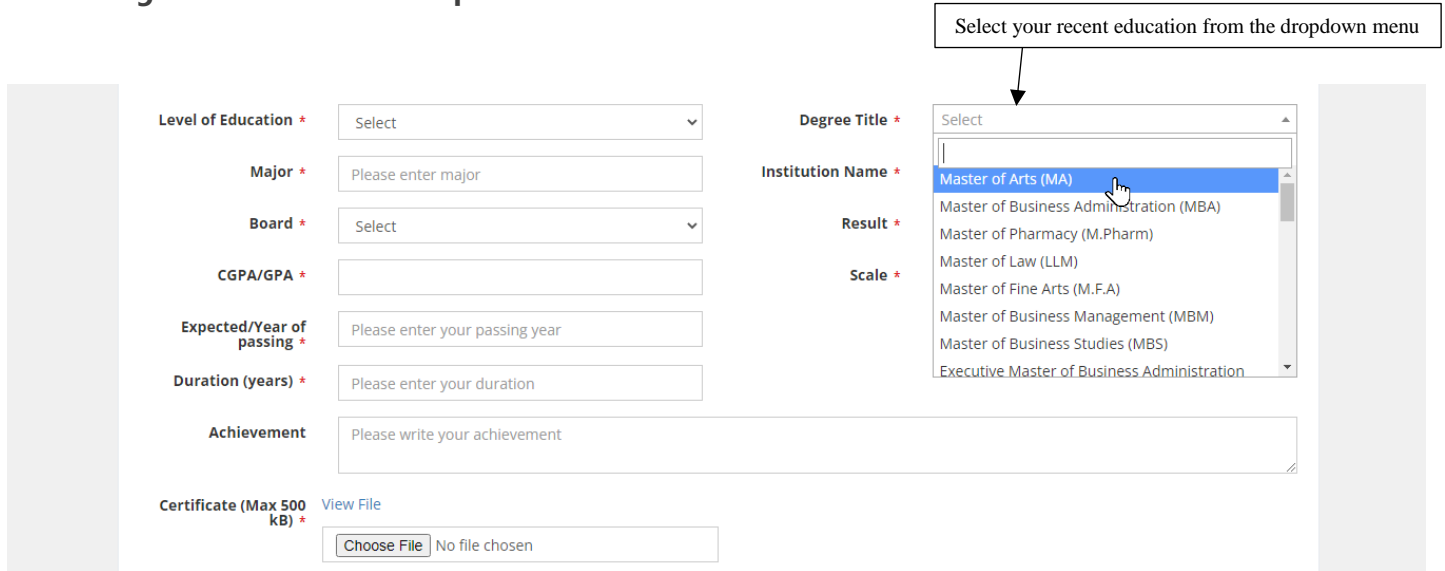
Certificate (Max 500 kB) * View File

+ Add More

Select your recent education from the dropdown menu

Select Degree Title from the dropdown menu.

Select your recent education from the dropdown menu



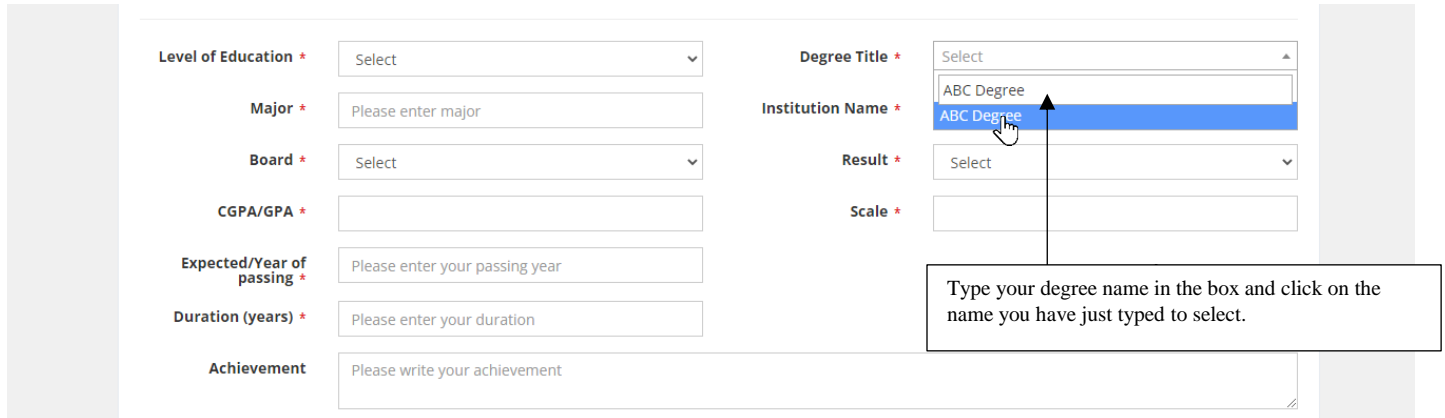
The form contains the following fields:

- Level of Education * (Dropdown: Select)
- Major * (Text: Please enter major)
- Board * (Dropdown: Select)
- CGPA/GPA * (Text)
- Expected/Year of passing * (Text: Please enter your passing year)
- Duration (years) * (Text: Please enter your duration)
- Achievement (Text: Please write your achievement)
- Certificate (Max 500 kB) * (File upload: Choose File, No file chosen)
- View File (Link)
- Degree Title * (Dropdown: Select, with a list of degree titles open)
- Institution Name * (Text)
- Result * (Dropdown: Select)
- Scale * (Text)

The Degree Title dropdown menu is open, showing a list of degree titles. A mouse cursor is pointing to "Master of Arts (MA)".

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.

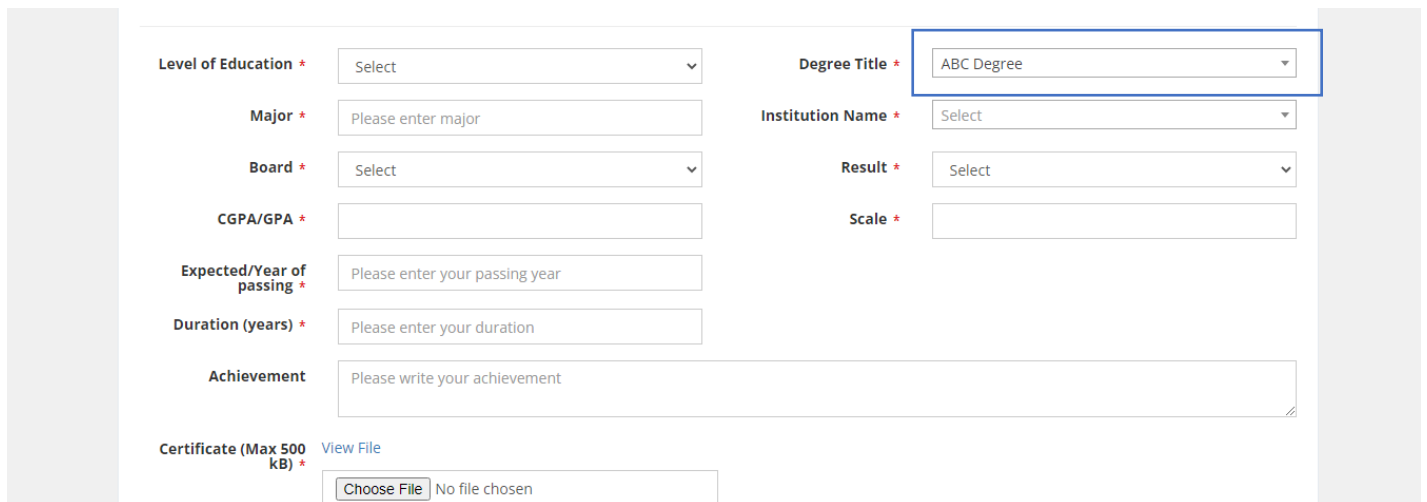
Caution: Do not press Enter from your keyboard after typing the name because it will not work.



The form is the same as in the previous image. In the Degree Title dropdown menu, the text "ABC Degree" has been typed into the search box. The dropdown list now shows "ABC Degree" as the only option, which is highlighted. A mouse cursor is clicking on "ABC Degree".

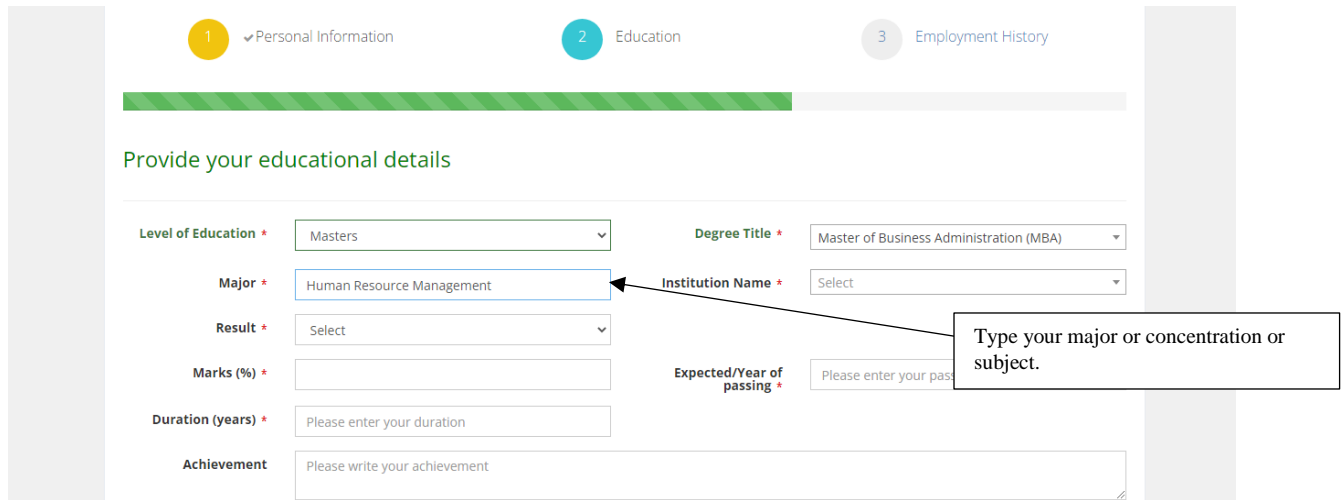
Type your degree name in the box and click on the name you have just typed to select.

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



The form is the same as in the previous image. The Degree Title dropdown menu now shows "ABC Degree" as the selected option, which is highlighted with a blue border.

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



1 Personal Information 2 Education 3 Employment History

Provide your educational details

Level of Education * Degree Title *

Major * Institution Name *

Result *

Marks (%) *

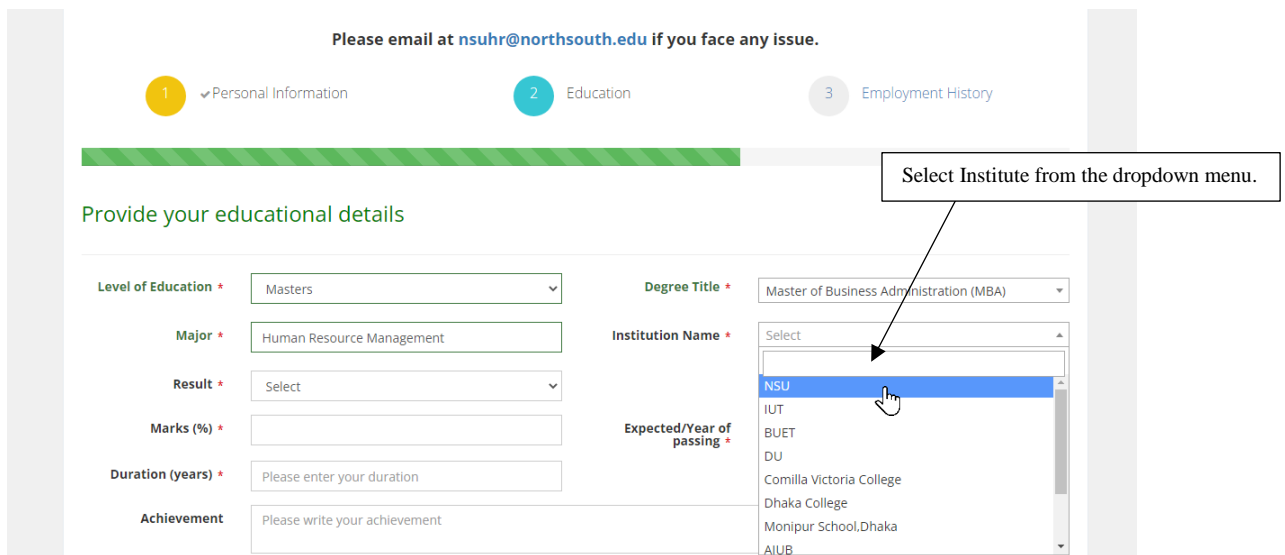
Duration (years) *

Expected/Year of passing *

Achievement

Type your major or concentration or subject.

Select Institute from the dropdown menu.



Please email at nsuhr@northsouth.edu if you face any issue.

1 Personal Information 2 Education 3 Employment History

Provide your educational details

Level of Education * Degree Title *

Major * Institution Name *

Result *

Marks (%) *

Duration (years) *

Expected/Year of passing *

Achievement

Select Institute from the dropdown menu.

- NSU
- IUT
- BUET
- DU
- Comilla Victoria College
- Dhaka College
- Monipur School,Dhaka
- AIUB

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	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	Select
Result *	Select	Expected/Year of passing *	Please enter your passing year
Marks (%) *			
Duration (years) *	Please enter your duration		
Achievement	Please write your achievement		
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	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Select	Expected/Year of passing *	Please enter your passing year
Marks (%) *			
Duration (years) *			
Achievement	Please write your achievement		
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	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Grade		
CGPA/GPA *	4.00	Scale *	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		

[+ Add More](#)

Type your Marks/CGPA/GPA

Type your Marks/CGPA/GPA Scale

Type Expected or Year of passing.

Level of Education *	Masters	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Grade		
CGPA/GPA *	4.00	Scale *	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		

[+ Add More](#)

Type Expected or Year of passing

Type Duration in years. E.g., 4

Level of Education *	Masters	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Grade		
CGPA/GPA *	4.00	Scale *	4.00
Expected/Year of passing *	2020		
Duration (years) *	2		
Achievement	Please write your achievement		
Certificate (Max 500 kB) *	Choose File No file chosen		

[+ Add More](#)

Type duration in years

[< 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.

Provide your educational details

Level of Education *	Masters	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Grade	Scale *	4.00
CGPA/GPA *	4.00		
Expected/Year of passing *	2020		
Duration (years) *	2		
Achievement	Summa Cum Laude		
Certificate (Max 500 kB) *	Choose File No file chosen		

+ Add More

< Back Save & Continue >

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.

Level of Education *	Masters	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Grade	Scale *	4.00
CGPA/GPA *	4.00		
Expected/Year of passing *	2020		
Duration (years) *	2		
Achievement	Summa Cum Laude		
Certificate (Max 500 kB) *	Choose File MBA Certificate.pdf		

+ Add More

< Back Save & Continue >

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

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

The screenshot shows a form for entering educational information. The fields are as follows:

Level of Education *	Masters	Degree Title *	Master of Business Administration (MBA)
Major *	Human Resource Management	Institution Name *	XYZ Institute
Result *	Grade	Scale *	4.00
CGPA/GPA *	4.00		
Expected/Year of passing *	2020		
Duration (years) *	2		
Achievement	Summa Cum Laude		
Certificate (Max 500 kB) *	Choose File MBA Certificate.pdf		

At the bottom left, there is a blue button labeled "+ Add More" with a mouse cursor pointing to it. A callout box with an arrow points to this button, containing the text: "Click on Add More button to add other education and degrees." At the bottom center, there are two buttons: "< Back" and "Save & Continue >".

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.

The screenshot shows the same form as above, but with a new section highlighted by a blue border. This section contains the following fields:

Level of Education *	Select	Degree Title *	Select
Major *	Please enter major	Institution Name *	Select
Result *	Select	Scale *	
CGPA/GPA *			
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		

At the bottom left of the highlighted section, there is a blue button labeled "+ Add More". At the bottom right, there is a red button labeled "Remove".

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

The screenshot shows a form for entering education information. At the top, there is a file upload section for a certificate, with a 'Choose File' button and the text 'MBA Certificate.pdf'. Below this are several input fields: 'Level of Education' (dropdown), 'Major' (text), 'Result' (dropdown), 'CGPA/GPA' (text), 'Expected/Year of passing' (text), 'Duration (years)' (text), 'Achievement' (text), 'Degree Title' (dropdown), 'Institution Name' (dropdown), and 'Scale' (text). At the bottom, there is another file upload section for a certificate, with a 'Choose File' button and the text 'No file chosen'. A blue '+ Add More' button is on the left, and a red 'Remove' button is on the right. A callout box with an arrow points to the 'Remove' button, containing the text: 'Click remove button to remove certain education level.'

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

The screenshot shows the same form as above, but with the following values entered: 'Level of Education' (PSC/5 pass), 'Major' (N/A), 'Board' (Dhaka Board), 'CGPA/GPA' (5.00), 'Expected/Year of passing' (2005), 'Duration (years)' (5), 'Achievement' (Please write your achievement), 'Degree Title' (PSC), 'Institution Name' (Monipur School,Dhaka), 'Result' (Grade), and 'Scale' (5.00). The file upload section at the bottom now shows 'Choose File' and 'PSC Certificate.pdf'. A blue '+ Add More' button is on the left, a red 'Remove' button is on the right, and a blue '< Back' button is on the left of the bottom navigation. A blue 'Save & Continue >' button is on the right of the bottom navigation. A callout box with an arrow points to the 'Save & Continue' button, containing the text: '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.

1 Personal Information 2 Education 3 Employment History

Provide your employment history

Company/Organization Name * Designation *

Department *

Employment Period

From Date * End Date *
 I currently work here

Duration *

Responsibilities *

[+ Add More](#)

Select your company/organization name from the dropdown menu.

1 Personal Information 2 Education 3 Employment History

Provide your employment history

Company/Organization Name * Designation *

Department *

Employment Period

From Date *

End Date *
 I currently work here

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.

Provide your employment history

Company/Organization Name * Designation *

Department *

Employment Period

From Date * End Date *
 I currently work here

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

Select your designation from the dropdown menu.

The screenshot shows the 'Provide your employment history' form. The 'Designation' dropdown menu is open, showing options: 'Software Engineer', 'Officer', and 'Senior Software Engineer'. A callout box with the text 'Select your designation from the dropdown menu' has an arrow pointing to the dropdown menu.

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

This screenshot shows the 'Provide your employment history' form with a callout box. The callout box contains the text: '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.' An arrow points from the callout box to the Designation dropdown menu, which is open and shows 'Senior Executive Officer' selected.

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).

This screenshot shows the 'Provide your employment history' form with a callout box. The callout box contains the text: 'If you do not see your department name in the list then type your designation in the box and click on name to select.' An arrow points from the callout box to the Department dropdown menu, which is open and shows 'Operation Management' selected.

Select your Job starting date from the calendar.

Provide your employment history

Company/Organization Name * Designation *

Department *

Employment Period

From Date * End Date *
 I currently work here

Duration *

Responsibilities *

References

References

Calendar: 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			

Select your joining date of the job from the calendar.

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

Provide your employment history

Company/Organization Name * Designation *

Department *

Employment Period

From Date * End Date *
 I currently work here

Duration *

Responsibilities *

References

References

Calendar: 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				

Select your resign date of the job from the calendar.

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 * Designation *

Department *

Employment Period

From Date * End Date * I currently work here

Responsibilities *

References

References

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

Type Job responsibility briefly.

The screenshot shows a job application form with the following fields:

- Company/Organization Name ***: Dropdown menu with "Rahimafrooz Bangladesh Ltd." selected.
- Designation ***: Dropdown menu with "Senior Executive Officer" selected.
- Department ***: Dropdown menu with "Operation Management" selected.
- Employment Period**:
 - From Date ***: Text input field with "2020-08-01".
 - End Date ***: Text input field with a checked checkbox "I currently work here".
- Responsibilities ***: Text area containing "Monitors and executes day-to-day activities for the team to ensure required logistics support is delivered to internal and external customers." A callout box with the text "Type Job responsibility briefly" points to this field.
- + Add More**: A blue button located below the responsibilities field.
- References**:
 - References**: Text area with placeholder "Please write your reference".
 - + Add Reference**: A blue button located below the references field.

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

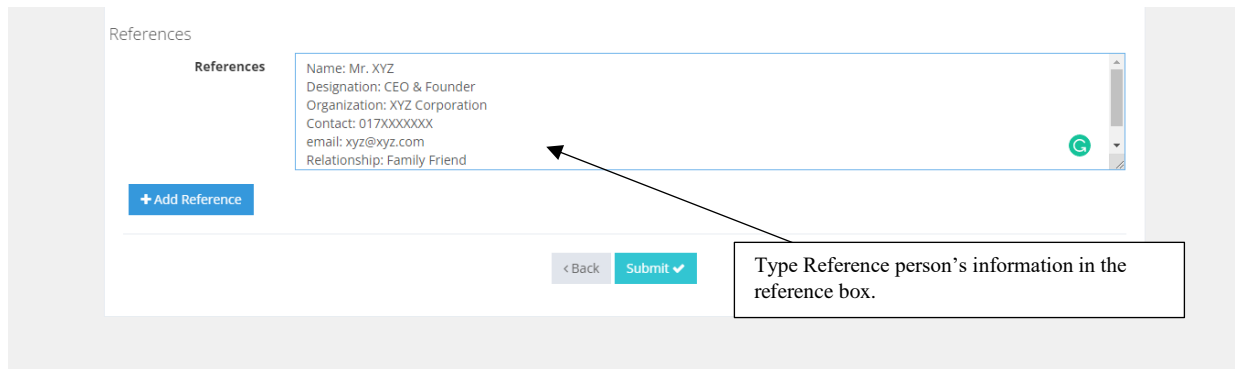
This screenshot is identical to the previous one, but with a callout box pointing to the "+ Add More" button. The callout box contains the text: "Click Add More button if you have more experiences."

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.

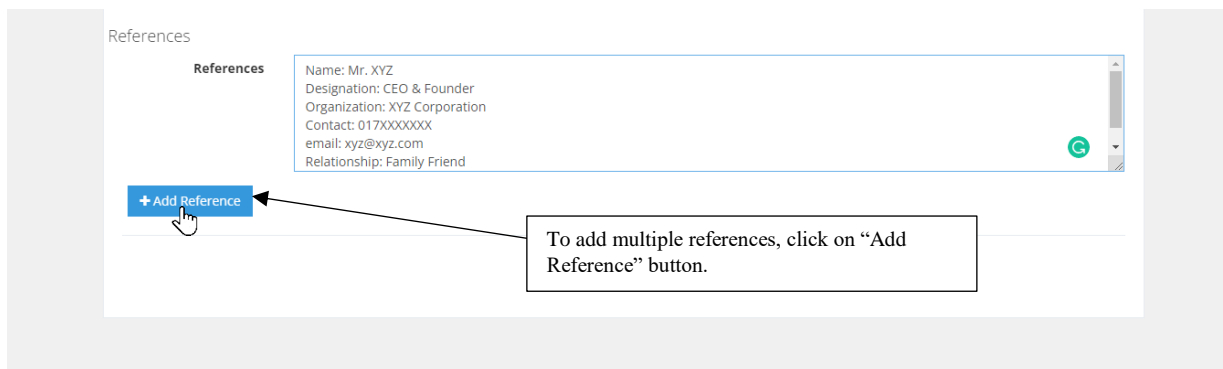
The screenshot shows a new section for adding employment history with the following fields:

- Company/Organization Name ***: Dropdown menu with "Select" selected.
- Designation ***: Dropdown menu with "Select" selected.
- Department ***: Dropdown menu with "Select" selected.
- Employment Period**:
 - From Date ***: Text input field with "Employment Start Date".
 - End Date ***: Text input field with "Employment End Date" and a checkbox "I currently work here" (unchecked).
- Duration ***: Text input field.
- Responsibilities ***: Text area with placeholder "Please write your responsibilities". A callout box with the text "Click on remove button to remove employment history." points to a red "Remove" button located at the bottom right of the text area.

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.



You can add more references by clicking the "+ Add Reference" Button



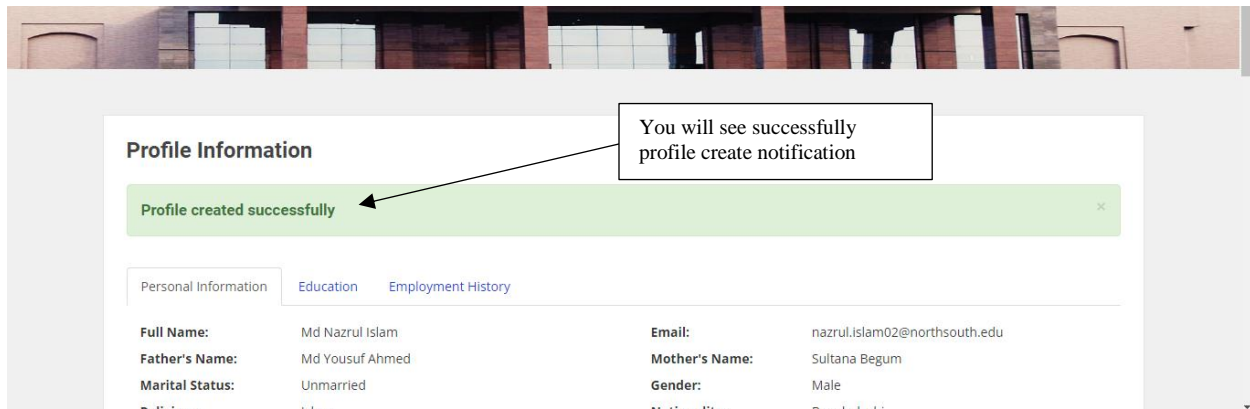
You can remove references by clicking the "Remove" Button.



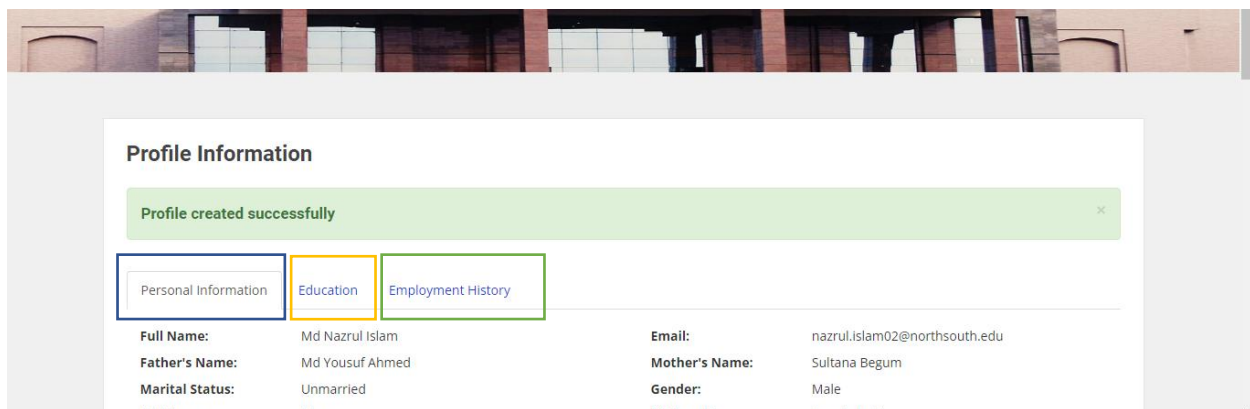
Click the "Submit" button to complete your profile.



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.



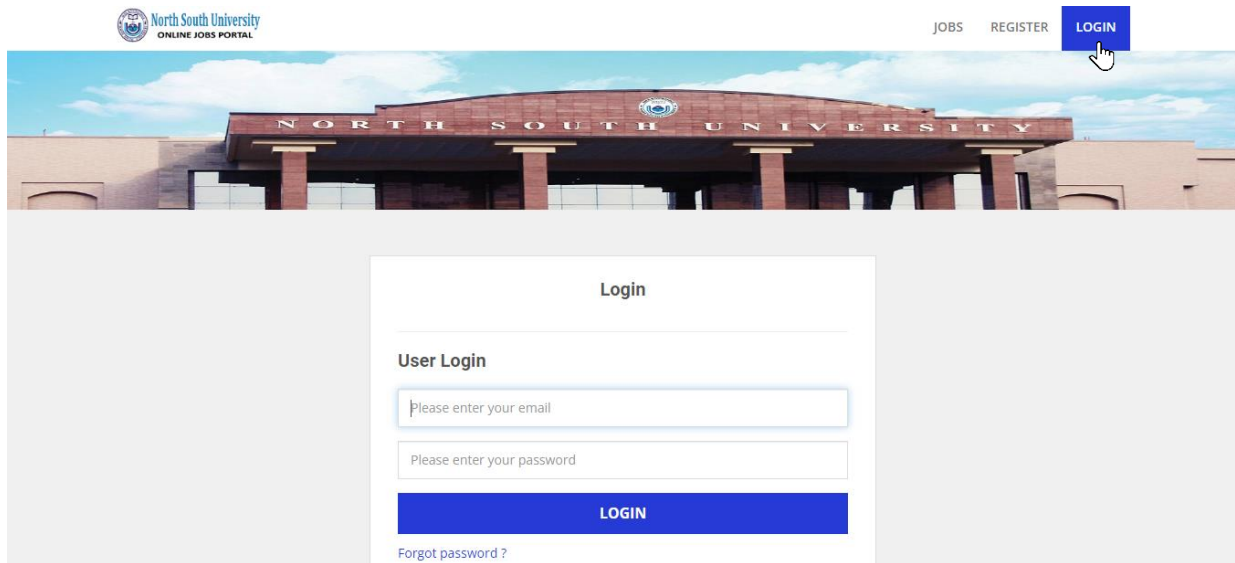
You will be able to see three Tabs on the top blow menu bar: Personal Information, Education, and Employment History. You can click those tabs to move from one section to another.



Your Registration is now fully completed.

How to login into North South Online Job Portal?

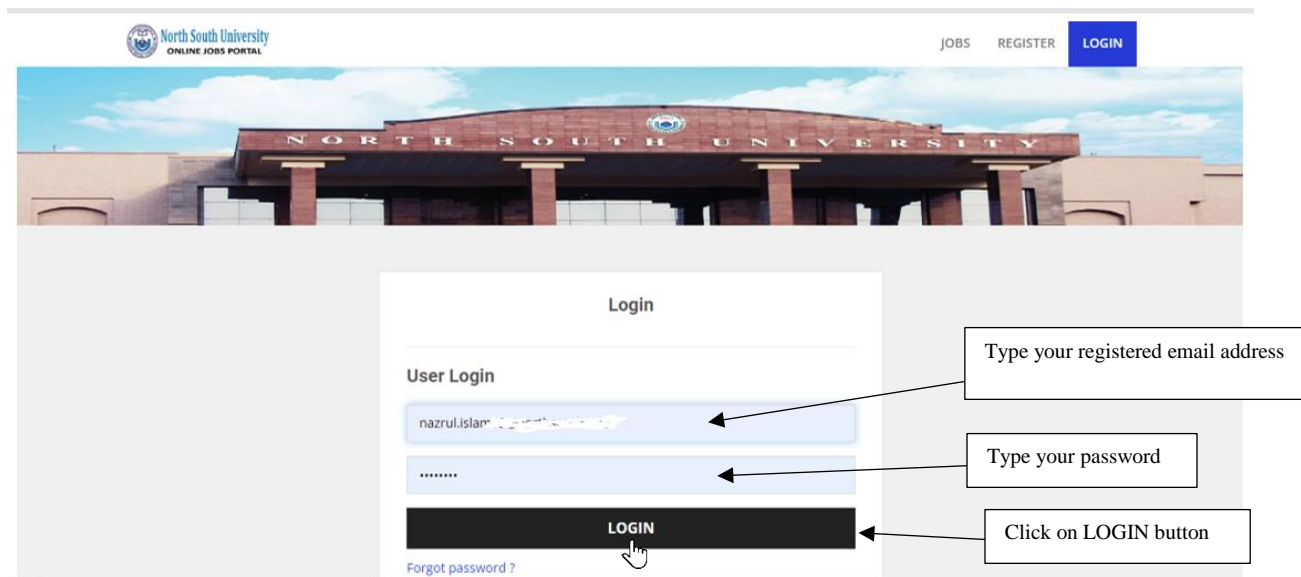
Go to North South University Online Jobs Portal by visiting <https://jobs.northsouth.edu> and click on the LOGIN button on the top right of the page or type <https://jobs.northsouth.edu/login> on the internet browser to go on the LOGIN page directly.



The screenshot shows the top navigation bar with the North South University logo and 'ONLINE JOBS PORTAL' text on the left, and 'JOBS', 'REGISTER', and 'LOGIN' buttons on the right. The 'LOGIN' button is highlighted with a mouse cursor. Below the navigation bar is a banner image of the university building. The main content area features a 'Login' form with the following elements:

- User Login** section
- Input field: 'Please enter your email'
- Input field: 'Please enter your password'
- Blue 'LOGIN' button
- Link: 'Forgot password ?'

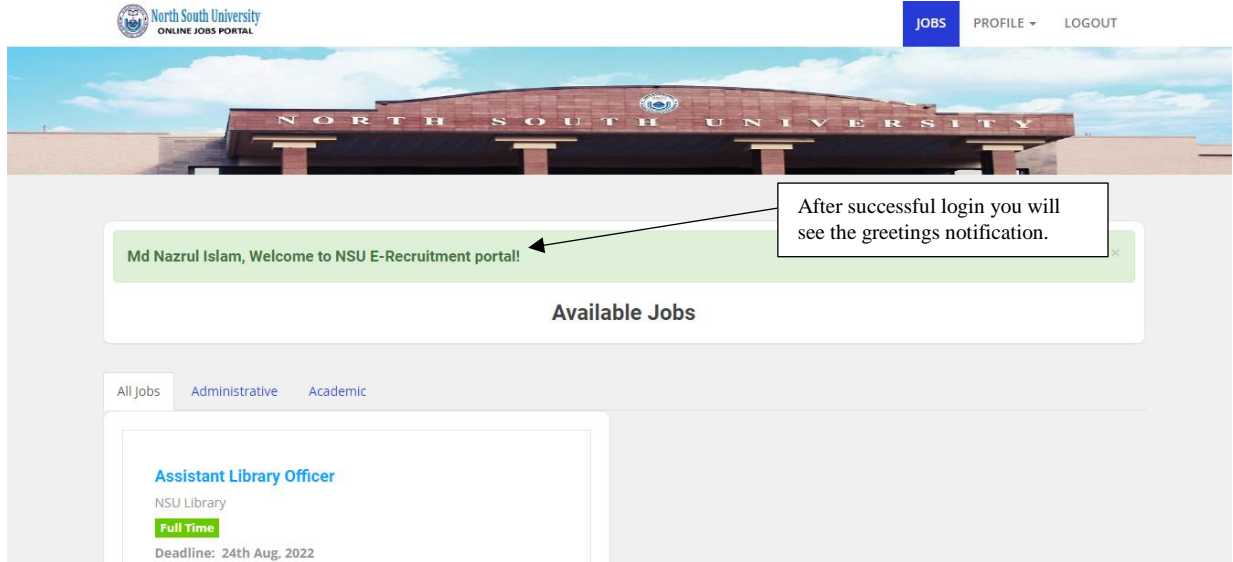
Enter your valid registered email address and Password and click on the LOGIN button.



This screenshot is identical to the previous one but includes three callout boxes with arrows pointing to specific form elements:

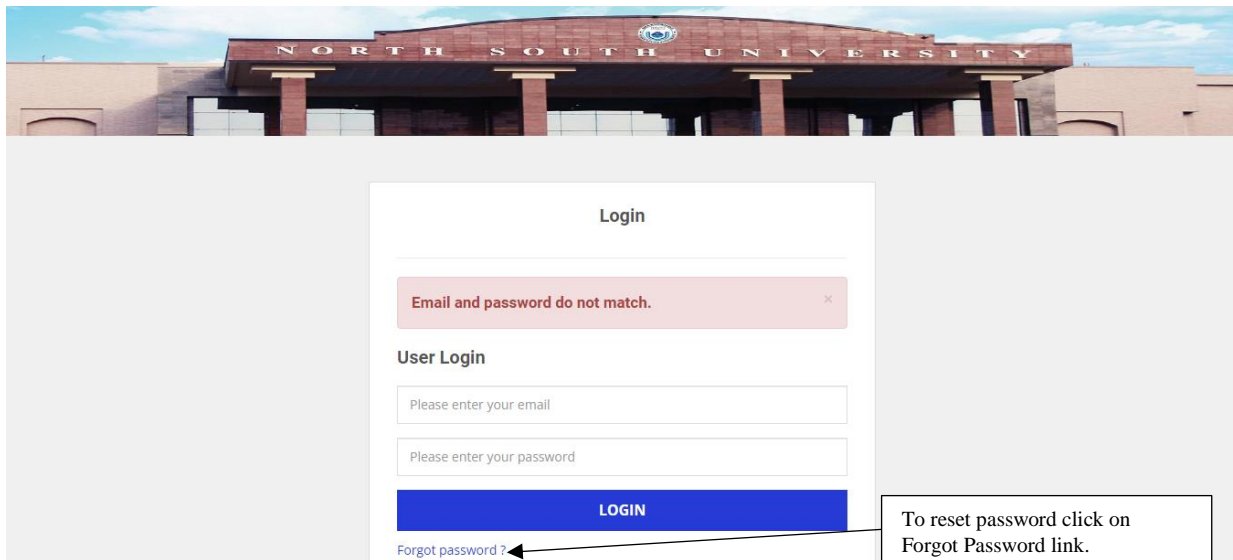
- Callout 1: 'Type your registered email address' points to the email input field containing 'nazrul.islam@northsouth.edu'.
- Callout 2: 'Type your password' points to the password input field containing '.....'.
- Callout 3: 'Click on LOGIN button' points to the 'LOGIN' button, which has a mouse cursor hovering over it.

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

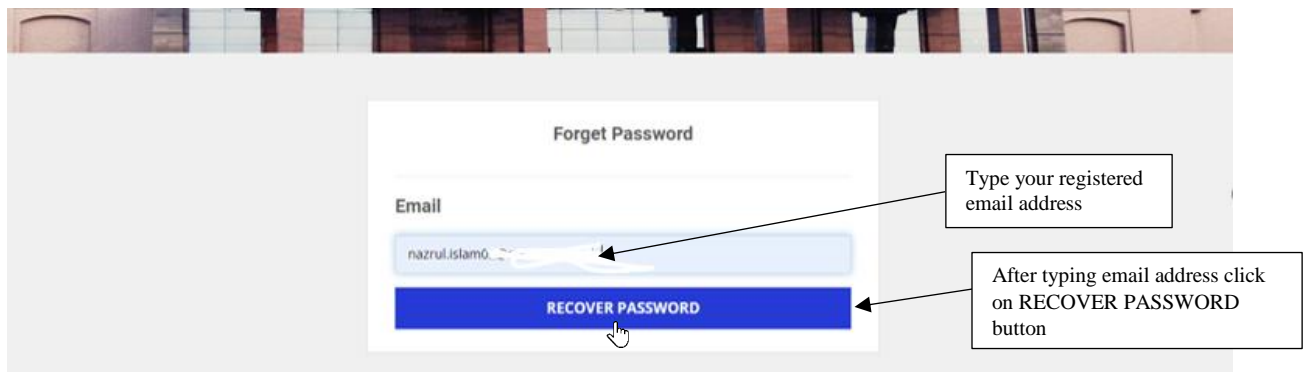


How to Recover or Reset Password?

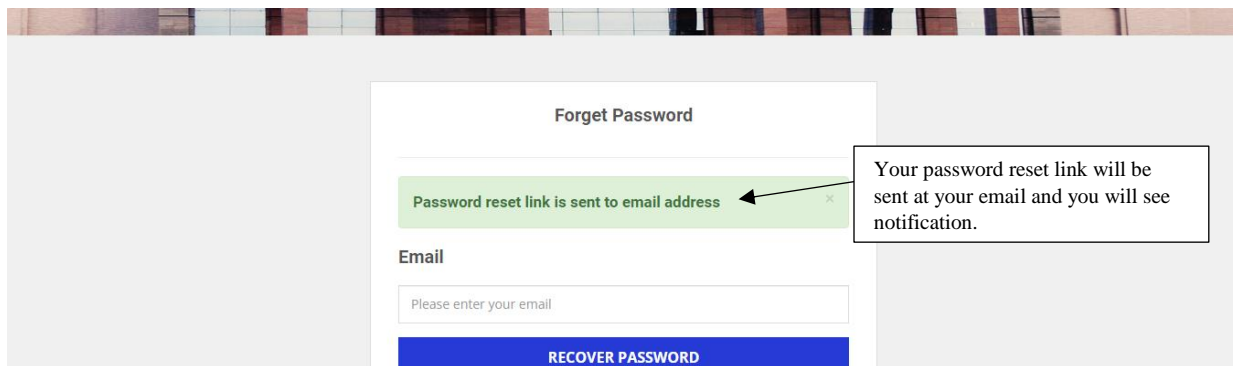
If you forget your Password, then nothing to worry about it. Just click on "Forgot password?" The link below LOGIN Button.



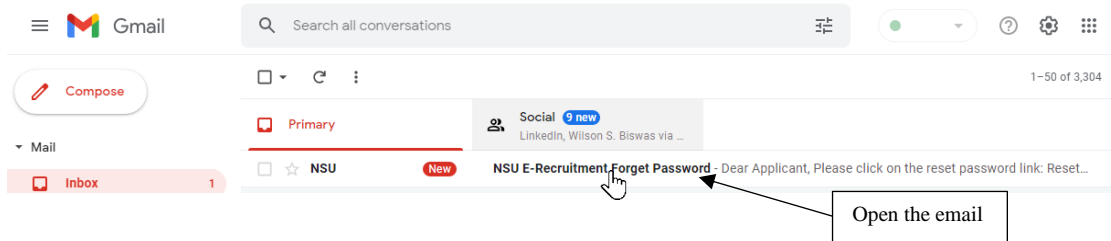
Give your registered email address and click on the RECOVER PASSWORD button.



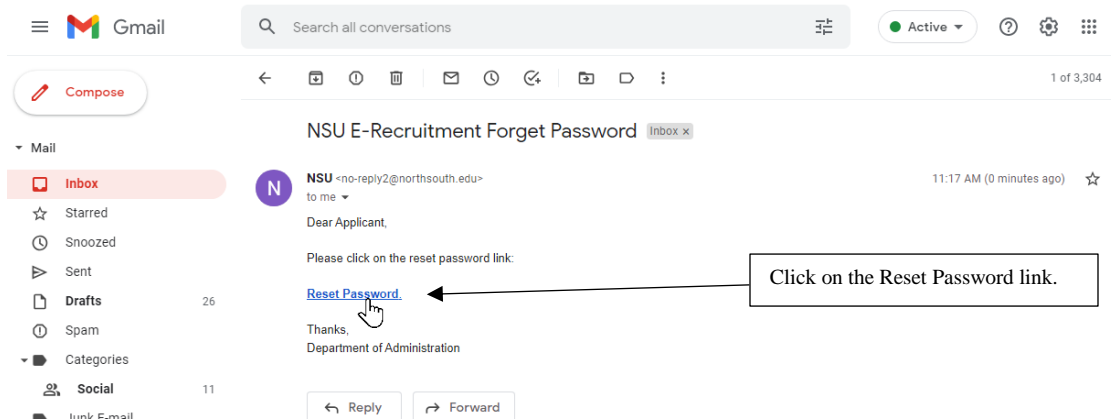
A password reset link will be sent to your email address.



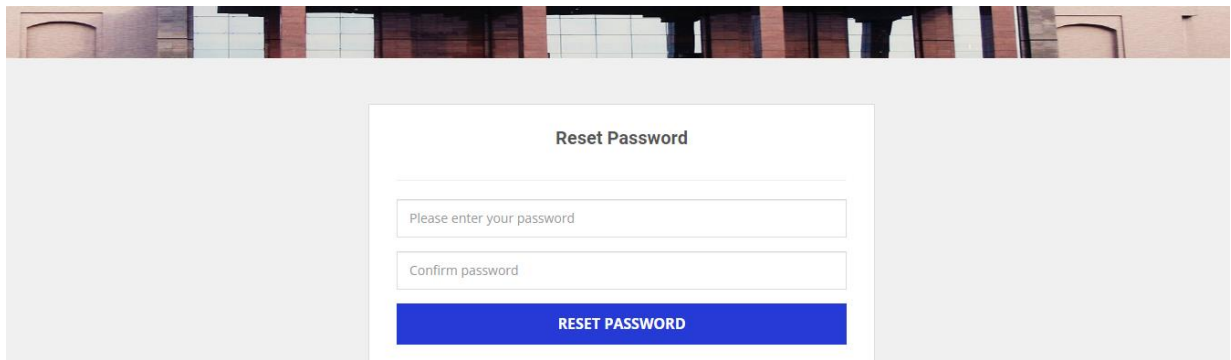
A reset password link email (Subject: NSU E-RECRUITMENT forget Password) will be sent to your email. Check your primary inbox. If not found, please check your Spam/Junk mailbox.



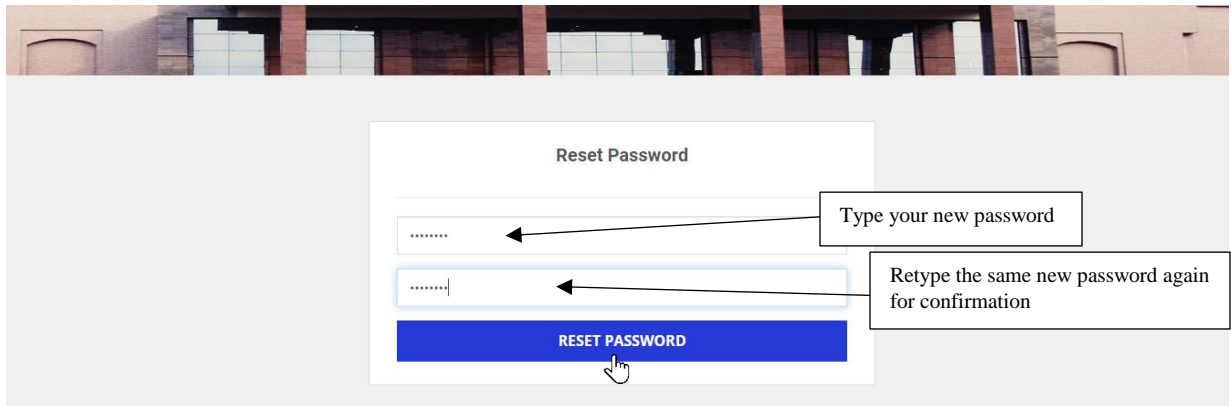
Open the email and click on the "Reset Password" link.



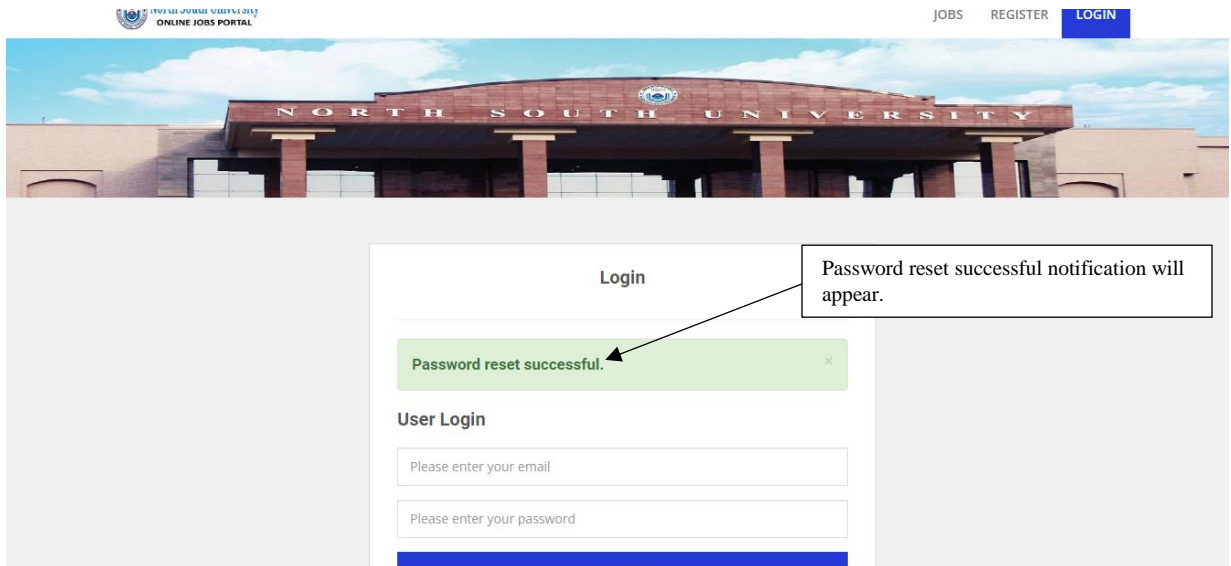
You will be redirected to a Reset Password page.



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

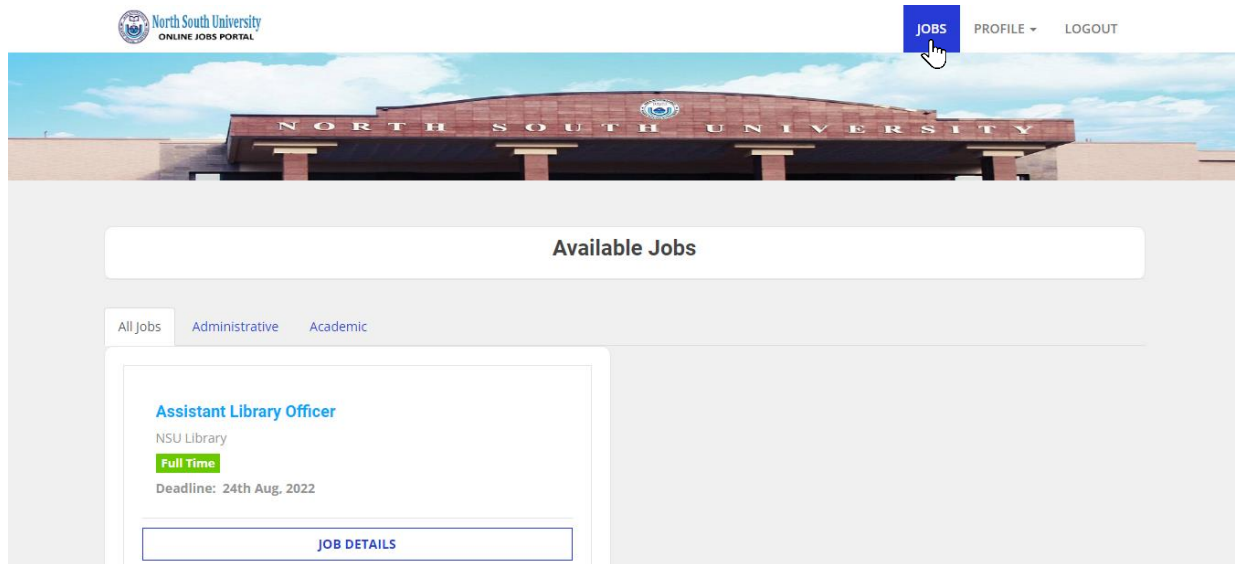


And your Password will be successfully reset, and you will be able to see a confirmation notification.

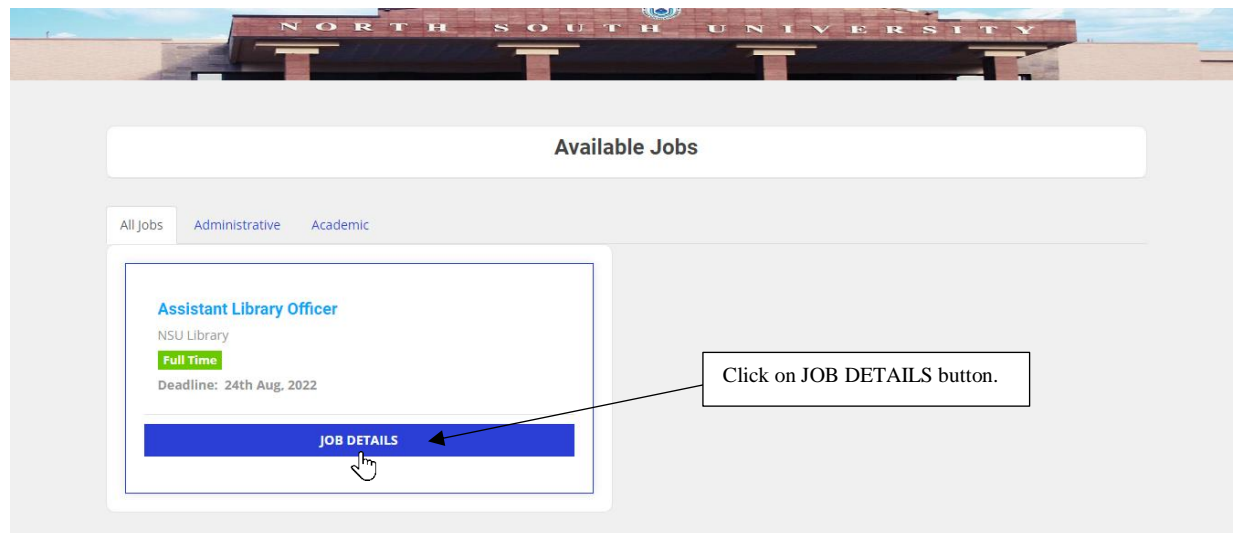


How to apply for a specific Job?

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.

The screenshot shows the North South University Online Jobs Portal. At the top, there is a navigation bar with 'JOBS', 'REGISTER', and 'LOGIN' links. Below the navigation bar is a banner image of the university building with 'NORTH SOUTH UNIVERSITY' written on it. The main content area is titled 'Assistant Library Officer' and includes a 'Date Posted: 26th Jul, 2022'. A blue box highlights the 'Job summary' section, which lists: Number of Positions: 5, Pay Scale: 0, Application Deadline: 24th Aug, 2022, Department: NSU Library, Job Type: Full Time, and Age Limit: 32 Years. A green box highlights the 'Job Description' section, which includes a list of duties and essential requirements. At the bottom, there is a green 'Apply Now' button.

North South University
ONLINE JOBS PORTAL

JOBS REGISTER LOGIN

Window Snip 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 Benefits:
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 Positions	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 Benefits:
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

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

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

Are you sure want to apply to this job?

Yes! Cancel

Click on Yes button for confirmation.

Copyright © 2022 Developed & Maintained By Office of IT, NSU. All rights reserved.

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

JOB'S 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.

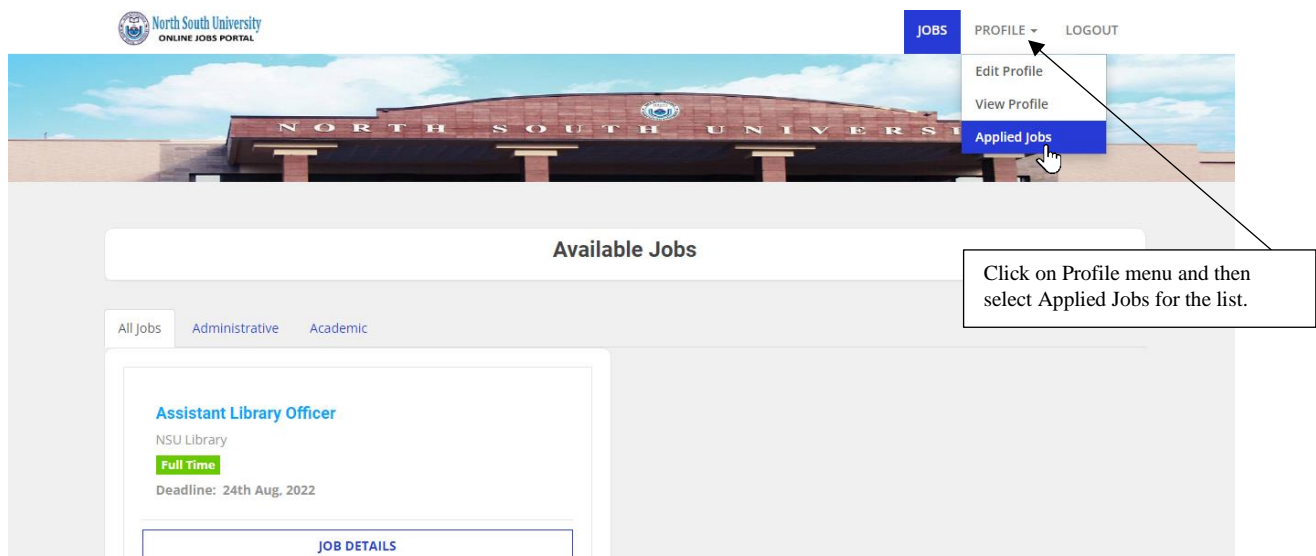
Assistant Library Officer
Date Posted: 26th Jul, 2022

Successfully Applied

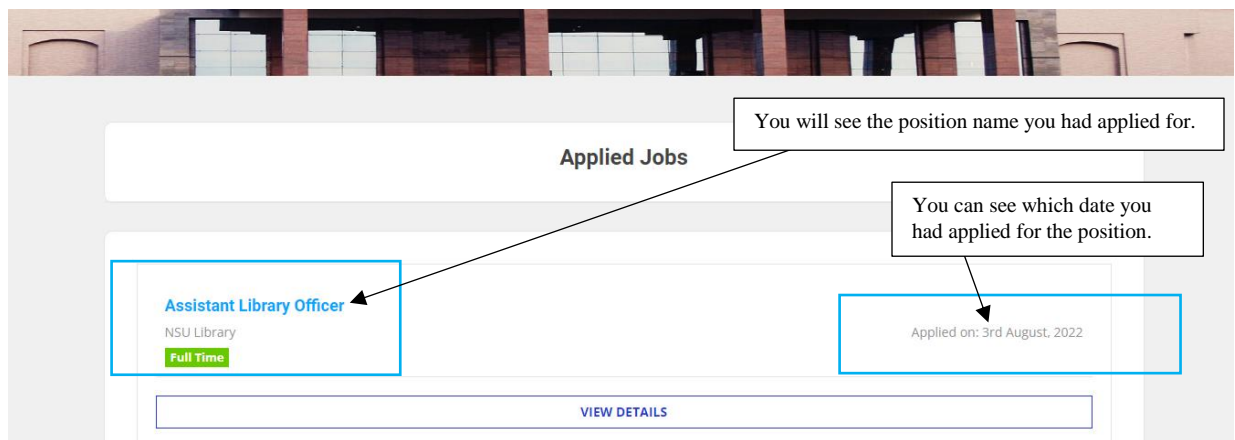
You will see successful notification

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.



You will see the job list and date of application.



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

