



Royal University of Dhaka (RUD)

Plot 404, Channel 24 Road, Tejgaon I/A, Dhaka 1208

+880 2223314603,607 info@royal.edu.bd www.royal.edu.bd

Ref: RUD/Admin/Notice/2025/47

Date: 10 August 2025

Urgent Recruitment Notice

This is to inform all concerned that Royal University of Dhaka is hiring two (2) Front Desk Officer under its On-campus Job Facilities for the RUD students. The details of the recruitments are given below:

Requirements:

- Well-spoken in Bengali and English
- Smart and Presentable
- Basic Computer Knowledge, Internet Browsing, Data Entry and Proficiency in MS Office
- Strong Interpersonal and Communication Skills
- Ability to Work Under Pressure
- Good Manners and Etiquette with a Pleasant Personality

Educational Qualification: Graduated or Final Year Student from any Programs in RUD

Experience: N/A

Gender: Female

Work Nature: Part-time (3 days a week or 24 hours per week)

Work Place: RUD Permanent Campus

Salary and Compensations: As per RUD Policy

Application Deadline: 15 August 2025

Interested students of RUD are encouraged to submit their CV along with a cover letter (Hard Copy) to the Office of the Registrar within the deadline.

Md. Moshir Rahman

Deputy Registrar

Copy to:

1. All Academic Departmental Heads
2. Director (Fin & Acc)
3. PS to BoT Chairman
4. All Notice Board
5. RUD Website & Facebook Page
6. Office Copy