



## Department of Electrical and Computer Engineering North South University

### ECE Lab Officer Application Form

#### Instructions for completing this form:

- This is a fillable PDF. Complete this form on a computer by filling up all the necessary fields.
  - Print this form. Please consider the environment. Print double-sided to reduce the wastage of paper.
  - Read the Declaration, then sign and date at the bottom of the application form.
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- Indicate the program(s) for which you are applying to be a Lab Officer. You may select both if application.  
Electrical / Electronic Engineering      Computer Science / Engineering
  - Are you currently employed by the ECE Department at NSU as a Lab Officer?      Yes      No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth:      /      /

Attach 01 x recent  
passport size color  
photograph

#### Academic Background

- State degree, e.g. MS, MSc, MEng, BSc, BEng, BA, etc.
- If you have not completed your degree, enter expected date of completion under "To".
- If you have not completed your degree, enter the most up-to-date CGPA.
- Report the CGPA with scale, e.g. 3.5/4.0, 83/100, etc.

If you have completed or are currently enrolled at a Master's program, provide information below.

Degree	Institution	From	To	CGPA
		/	/	

- Have you completed your Master's program?      Yes      No

Provide information on your Undergraduate education.

Degree	Institution	From	To	CGPA
		/	/	

Provide information on your secondary education, starting with the highest level first.

- Candidates who appeared in HSC/SSC examinations, must state their group (Science, Arts, etc.) with their GPA.
- Candidates who appeared in O/A-Level examinations, must list all subjects and grades.

Level	Institution	Date of Exam	GPA/Grades (With subjects/division)
		/	
		/	

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## Experiences

Provide information on any relevant experiences you may have, starting with the most recent first.

Dates (mm/yyyy – mm/yyyy)	Position	Institution

## Skills

Provide a list of relevant skills (software, hardware, etc)

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## Supplementary Documents (Tick as appropriate)

- New Applicants:  
Copy of transcript of Master's program (if applicable). Provide the latest copy if you are still enrolled.  
Final transcript of undergraduate program.  
Photocopy of certificate/provisional certificate as proof of completion of undergraduate degree.
- NSU Students in Their Final Term:  
Unofficial copy of latest transcript of undergraduate program.  
*NOTE: Employment will only be confirmed once documents listed in Sec a are provided.*
- Continuing Lab Officers:  
No supplementary documents are required.

## Declaration

- I certify that the information on this application is complete, true and accurate, and I have provided all necessary supplementary documents.
- I understand that any incompleteness and/or misrepresentation may invalidate my application.
- I understand that for hiring candidates, the Department of Electrical and Computer Engineering, North South University, will shortlist qualified candidates, take written examination (if deemed necessary), then conduct interviews, and finally hire candidates based on the decision of a panel, and on the need basis of the Department.
- I understand that if employed, my employment is for one term only, ending on the last day of grade submission, and the continuation of my employment will depend on the re-hiring policy of the Department and that of North South University.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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