



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY



Staff Recruitment

ORGANISATION OF ISLAMIC COOPERATION (OIC)
BOARD BAZAR, GAZIPUR-1704

TEL: 9291250, 9291252; FAX: 9291260; WEBSITE: www.iutoic-dhaka.edu

IUT welcomes applications from qualified candidates for the following positions:

Position	Department / Office	Salary
Assistant Secretary	TVE Department	GS-4:US\$ 260-12x16-452
Sub-Assistant Engineer	CEE Department	GS-4: US\$260-12x16-452
Assistant Cataloguer	Library and Documentation Office	GS-4: US\$ 260-12x16-452
Assistant Reprographic Operator-Cum-Sorter	Library and Documentation Office	GS-3: US\$ 195-9x16-339

Allowances:

plus housing allowance - 40%, applicable if accommodation cannot be provided on the campus, transport allowance, spouse allowance, and children allowance per month, interim allowance, cost of living allowance. education allowance, medical benefits and end of service indemnity are available as per rules.

Applicants must apply through the link <https://www.iutoic-dhaka.edu/circular> and also send an application along with C.V., a passport size photograph and all documents in hard copies which should reach the office of the Chief of Establishment, IUT, Board Bazar, Gazipur on or before **30 April 2022**

Qualification and Experience Requirement:

Sub-Assistant Engineer (Transportation Engineering)

A Diploma or its equivalent in the field of Civil Engineering from a recognized university/ polytechnic Institute or Board of Technical Education. Preference will be given to those having technical experience in the relevant branch of technology in a recognized laboratory / university.

Assistant Secretary

Graduate with 5 years of experience in secretarial works and proficiency in the application of different computer programmes such as MS Office (word, excel, power point) including experience in the application of data-based software. Excellent typing speed both in English and Bengali and capability of drafting reports / notes are required. Candidates having training in secretarial science or working experience especially in International Organizations in the relevant field will be given preference.

Assistant Cataloguer

The candidate should have a postgraduate diploma in Library / Library and Information Science from a recognized Institute / University along with working experience in MS Word, Excel, Power Point and Data Input / Retrieval using computers. The candidate having working experience in cataloguing will be given preference and should be able to communicate in English. In case of exceptional candidates, certain conditions may be relaxed.

Assistant Reprographic Operator-Cum-Sorter

The candidates must have Secondary School Certificate or its equivalent qualification and 04 years working experience in Photocopying work/Services. S/he should have experience in MS Office.