



الجامعة الإسلامية العالمية للعلوم والتقنية ببنغلاديش

INTERNATIONAL ISLAMI UNIVERSITY OF SCIENCE AND TECHNOLOGY BANGLADESH

Career Opportunity (Administrative Post)

Name of Post	Academic Requirement	Experience & Other Requirement	Salary	No. of Post	Last Date of Application
Secretary to the Board of Trustees	a) Minimum Master's degree in any discipline from a recognized university. b) Preference may be given to degree holders in Law, Management, Public Administration, English, Islamic Studies or Business Administration. c) Preference may be given to those with good academic records. (d) No 3 rd class of equivalent result in any academic level be accepted.	a) Must have at least 15 (fifteen) years of administrative, academic administrative or secretarial experience in a university, corporate institution, government/private organization or trust/board administration. b) Must have practical experience in conducting board meetings, preparing minutes and administrative coordination. c) Candidates with experience in university administration or higher education sector will be given preference. d) Must have office management, official communication and documentation skills. e) Excellent written and oral communication skills in Bangla and English. f) Computer skills (Microsoft Office, Microsoft Excel, Google workspace, Email Management etc.). g) Skills in preparing official notes, reports and minutes. i) Confidentiality and professional integrity. i) Ability to coordinate meetings and administrative activities efficiently. j) Respectful attitude towards Islamic values and ethics.	As per IIUSTB Pay Scale or Negotiable in extreme case.	01	04-06-2026
Library Assistant	Bachelor & Master degree in Library & Information Science, or Bachelor or Master degree in any discipline along with at least diploma in Library & Information Science	i) At least 02 years' work experience of working in relevant field. ii) Good command of Bangla & English. iii) Sound knowledge in MS Office.	As per IIUSTB Pay Scale	01	
Computer Operator	Candidates must have Bachelor (4-year) and Masters degree in any discipline with adequate computer operating knowledge or B.Sc. in CSE or EEE from any recognized university	i) At least 01-year work experience of working as Computer Operator/IT related service in a reputed organization. ii) Good command of Bangla & English. iii) Must pass the standard aptitude test in the relevant field. vi) Typing speed of 25 words per minute in Bangla and 30 words per minute in English. v) Sound knowledge in MS Word, MS Excel, MS PowerPoint. vi) Sound knowledge on Adobe Photoshop/Illustration will be given preference.		01	
Supporting Staff (Peon)	At Least Secondary School Certificate or an equivalent Academic Certificate	Preference will be given to the experienced candidates.		01	
Cleaner	Minimum Eight pass	Preference will be given to those with experience in sweeping work.		02	

1. Documents needed with Application:

i) Application in plain paper addressing to the Registrar of IIUSTB, ii) Detail CV mentioning all the facts of academic and experience related things, iii) Two copies of PP size color photographs iv) Attested copies of all academic documents and v) Applicants currently serving in any Government/Semi-Government/Autonomous/Private organization must apply through proper channel.

2. Application Fee: A pay order of Tk. 200/- in favor of "International Islami University of Science and Technology Bangladesh"

3. Application having lack of any required papers as mentioned above will be regretted without carrying to the knowledge of applicant.

4. Recruitment Procedure: Written Test & Viva Voce or Viva Voce only.

5. Address for Sending Application: Registrar, International Islami University of Science and Technology Bangladesh (IIUSTB), Baipail, Ashulia, Dhaka-1349.

[NB: Available Courier Service nearby: Sundarban & SA Paribahan]


 17-05-2026
(A.K.M Mahfuj Ullah)
 Registrar (In-Charge)
 IIUSTB