

Career Opportunity

(Administrative Post)

Name of Post	Academic Requirement	Experience & Other Requirement	Salary	No. of Post	Last Date of Application
Registrar	(a) Master's Degree in any discipline. (b) No third class/division or equivalent at any level of education will be accepted. (c) Candidate having PhD degree will be preferred.	(i) At least 30 years of work experience among which all together at least 15 years experience as additional registrar and registrar at any university. (ii) Must have computer skills in MS Word, MS Excel, MS Power Point with good typing speed. (iii) Fluency in English will be preferred.	As per IIUSTB Pay Scale	01	21-04-2025
Admission Officer	Master's in any discipline (preference will be given for Marketing discipline). Third division/class or equivalent at any level of education need not to apply.	i) At least 9 years practical experience of working as Admission Officer in a University. ii) Good command of Bengali & English iii) Fast speed in Bengali & English typing. iv) Sound knowledge in MS Word, MS Excel, MS PowerPoint. v) Adequate knowledge in admission counseling, promotion & marketing and admission sells etc.		01	
IT Officer	a) Candidates must have a 4 Year Bachelor Degree. b) Candidates with CGPA less than 3.25 on a scale of 4.0 in Bachelor level of education will not be considered.	1. At least 2 years' experience in software development. 2. Additional Requirements: • Web Base: Python, Php, Java Script, Code igniter, Bootstrap5x, REST API. • Mobile Apps: React Native, Tailwind. • Database: MySQL, Mongo DB, Firebase. • Graphics Design: Adobe AI, PS. • Video Editing: Classic, Motion. • Strong Knowledge on Networking.		01	
Lab Demonstrator (Physics)	Candidates must have Bachelor with Master's degree in Physics from any recognized university. Third division/ class or equivalent at any level of education need not to apply.	The Candidates must have at least 3 years experience in preparing specifications, keeping records and maintaining lab equipment and tools at any educational institute. Other Requirements: • Strong communication skills to interact with students effectively. • Ability to conduct lab sessions and assist students in practical experiments. • Basic knowledge of academic management systems. • Flexibility to work evening or weekend shifts if required.		01	
Lab Demonstrator (CSE)	Bachelor degree in Computer Science, Computer Engineering, or related fields. Candidates having MSc in the same discipline will be preferred. Third division/class or equivalent at any level of education need not to apply.	Technical Skills: • Proficiency in programming languages such as C/C++, Java, JavaScript or Python. • Knowledge of networking and computer hardware troubleshooting. • Familiarity with database management (MySQL, PostgreSQL). • Expertise in operating systems like Windows, Linux, and mac OS. • Understanding of cloud technologies and virtualization tools is a plus. Experience: • Preferred: At least 3 years of experience in an academic or IT environment. • Experience as an Instructor in an academic or IT institute is a plus. Other Requirements: • Strong communication skills to interact with students effectively. • Ability to conduct lab sessions and assist students in practical experiments. • Basic knowledge of academic management systems. • Flexibility to work evening or weekend shifts if required. • Experience in participating National / International Level programming competition (IUPC, ICPC, Hackathon, Datathon) [Optional] • Flexibility to work evening or weekend shifts if required. Additional Skills (Optional): • Knowledge of modern development frameworks (e.g., React, Django). • Certification in IT fields (e.g., CCNA, AWS, Microsoft).		02	
Lab Demonstrator (EEE)	Bachelor degree in Electrical & Electronic Engineering. Candidates having MSc in the same discipline will be preferred. Third division/class or equivalent at any level of education need not to apply.	• Minimum of 3 years of experience as relevant department lab assistant at the university level. • Must have experience in creating and managing various projects. • Should be capable of conducting training sessions on projects to prepare for national/international robotics competitions. Other Requirements: • Flexibility to work evening or weekend shifts if required.		01	
Digital Marketing Officer	Master's in Marketing or other subject. Third division/class or equivalent at any level of education need not to apply.	i) At least 9 years practical experience of working as Marketing/ Branding Officer in a University. v) Sound knowledge in Digital Marketing, Social Marketing, Traditional Marketing. ii) Good command of Bengali & English. iii) Fast speed in Bengali & English typing. iv) Sound knowledge in MS Word, MS Excel, MS Power Point etc.		01	

N:B: IIUSTB authority preserves the right to alter any requirement without notice.

1. Documents needed with Application:

i) Application in plain paper, ii) Detail CV, iii) Two copy 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: Sundarban & SA Paribahan]



22-03-2025

Registrar
IIUSTB