



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY



STAFF SEARCH

A SUBSIDIARY ORGAN OF ORGANISATION OF ISLAMIC COOPERATION (OIC)
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DEADLINE FOR APPLICATIONS: 15 MAY 2026

IUT welcomes applications from qualified candidates for the following vacant positions:

Sl. No.	Name of the post, pay scale and department/office/pool name	Vacant Post	Required qualifications and experience
1.	Asstt. Arabic Translator cum PS Scale: S-1: US\$ 500-50x25-1,750 Approximate Salary: US\$770 Office of the Pro Vice Chancellor	01	The candidate must have Masters Degree from a recognized university. The candidate should have good command in Arabic, proficiency in English / French language. Should have good capability of performing translation work. Professional Certificate and experience in computer and interpretation will be preferred.
2.	Asst. Lab Instructor Scale: GS-4: (GS-4: US\$330-30x25-1080) Approximate Salary: US\$500 MPE Department (Applied Mechanics, Materials and Metallurgical Lab; Fluid Mechanics, Thermodynamics and Refrigeration Lab; CAM, Cezeri and Ergonomics Lab)	03	Diploma or its equivalent in the relevant branch of engineering / technology/ information technology/architecture 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 workshop/ Computer Centre, Machine Lab etc. Applicants with HSC (vocational or science) with 2 years Trade course and 15 years' experience may also apply.
3.	Asst. Drafting Instructor Scale: GS-4: (GS-4: US\$330-30x25-1080) Approximate Salary: US\$500 MPE Department (Drafting Lab / CAD Lab)	01	Diploma or its equivalent in the relevant branch of engineering / technology/ information technology/architecture 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 workshop/ Computer Centre, Machine Lab etc.
4.	Asst. Lab Instructor (Chemistry) Scale: GS-4: (GS-4: US\$330-30x25-1080) Approximate Salary: US\$500 NSc Department (Chemistry Lab)	01	Diploma or its equivalent in the relevant branch of engineering / technology/ information technology/architecture 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 workshop/ Computer Centre, Machine Lab etc. Applicants with HSC (vocational or science) with 2 years Trade course and 15 years' experience may also apply
5.	Sub Assistant Engineer (Civil) Scale: GS-4: (GS-4: US\$330-30x25-1080) Approximate Salary: US\$500 General Services and Engineering Office	01	Candidate must have Diploma in Civil or any other relevant field. Preference will be given to the experienced personnel in universities.
6.	Asst. Procurement Officer Scale: GS-4: (GS-4: US\$330-30x25-1080) Approximate Salary: US\$500 Planning, Procurement, and Development (PPD) Office	01	Bachelor Degree from a recognized university with good academic records. Candidates having experience in procurement (both local and foreign) and working with computer records (database) will be preferred.
7.	Asst. Craft Instructor Scale: (GS-3: US\$ 260-20x25-760) Approximate Salary: US\$400 MPE Department (Welding and Foundry, Fabrication and Sheet Metal Works)	02	i) At least H.S.C or equivalent with Trade Certificate in relevant field ii) Experience in the relevant field will be preferred.

Sl. No.	Name of the post, pay scale and department/office/pool name	Vacant Post	Required qualifications and experience
8.	Assistant Driver Scale: (GS-3: US\$ 260-20x25-760) Approximate Salary: US\$400 Transport Pool	01	i) SSC Pass with Driving License (Light/Heavy). ii) Good communication capability. ii) 5 years driving experience.
9.	Asst. Storekeeper Scale: (GS-3: US\$ 260-20x25-760) Approximate Salary: US\$400 Office of the Provost (Male)	01	i) At least H.S.C or equivalent. ii) Should have computer and English literacy
10.	Asst. Electrician Scale: (GS-2: US\$195-20x25-695) Approximate Salary: US\$305 General Services and Engineering Office	02	i) Trade Certificate in relevant field ii) Experience in the relevant field will be preferred.
11.	Asst. Carpenter Scale: (GS-2: US\$195-20x25-695) Approximate Salary: US\$305 General Services and Engineering Office	01	i) Trade Certificate in relevant field. ii) Experience in the relevant field will be preferred.
12.	Asst. Generator Operator Scale: (GS-2: US\$195-20x25-695) Approximate Salary: US\$305 General Services and Engineering Office	02	i) Trade Certificate in relevant field ii) Experience in the relevant field will be preferred.
13.	Asst. Pump Operator Scale: (GS-2: US\$195-20x25-695) Approximate Salary: US\$305 General Services and Engineering Office	02	i) Trade Certificate in relevant field ii) Experience in the relevant field will be preferred.
14.	Asst. Lab Attendant Scale: (GS-2: US\$195-20x25-695) Approximate Salary: US\$305 BTM Department (Computer Lab)	01	S.S.C. Related experience will be preferred.
15.	Asst. Transport Helper cum-Driver Scale: (GS-2: US\$195-20x25-695) Approximate Salary: US\$305 Transport Pool	01	i) SSC with a valid Driving License. ii) Must have intention and devotion to keep the transport clean and well maintained.
16.	Asst. Gardener Scale: (GS-1: US\$ 150-20x25-650) Approximate Salary: US\$241 General Services and Engineering Office	01	i) Class VIII (Eight) pass ii) Must have knowledge of nursing trees, gardening and caring seedlings. iii) Experience in the relevant field will be preferred
17.	Asst. Janitor Scale: (GS-1: US\$ 150-20x25-650) Approximate Salary: US\$241 General Services and Engineering Office	05	i) Class VIII (Eight) pass ii) Must have knowledge of cleaning and hygiene. iii) Experience in the relevant field will be preferred

Allowances below:

plus housing allowance - 40%, applicable if an accommodation cannot be provided on the campus, transport allowance, spouse allowance, and children allowance per month, cost of living allowance. Education allowance, medical benefits and end-of-service indemnity are available as per the rules. **Moreover, successful candidates, if coming from a member state of the OIC other than Bangladesh, will be awarded 15% International allowance as per rule.**

LANGUAGES

For Serial No 01 to 09: Sound knowledge in writing and speaking English language. Serial Nos. 10-17 are required to have the ability to communicate in English (verbal). Preference would be given to the candidates having knowledge in other OIC official languages i.e. French and Arabic.

GENERAL REQUIREMENTS

- To be a Muslim national of one of the OIC Member States;
- To be below fifty-six years of age;
- To be free of diseases and infirmities that may hinder the exercise of his/her duties;
- The date of birth and contact numbers are essential requirements to be available in the C.V.

HOW TO APPLY

Applicants must apply through the link <https://www.iutoic-dhaka.edu/circular>. Moreover, an application along with C.V., a passport size photograph and all documents in hard copy are required to be sent to the Chief of HRC Office, Human Resource & Cabinet Office, IUT, Board Bazar, Gazipur-1704, Bangladesh.

NOTES

Applications received after the deadline will not be accepted.

Those who are in employment must submit their application through the proper channel.

Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantage.

The Authority reserves the right to accept/cancel/reduce/increase the number of posts in this recruitment process without any reason.

The decision of the Authority in the recruitment process will be considered final.

Only short-listed candidates will be contacted.