



Bangladesh International School & College, Jolshiri
Sector-16, Jolshiri Abashon
(English Version National Curriculum School & College)

VACANCY ANNOUNCEMENT

Applications are invited to fill up the following posts in BISC, Jolshiri

| Ser | Name of the post | Qualification | Salary |
|-----|--|---|--|
| 01. | <u>Junior Teacher</u> Bangla – 01 Science – 01 ICT – 01 Math – 01 | Honors with master's degree in the relevant subject. (Without any third division /equivalent GPA). Candidates from 'O' and 'A' level will be given preference. Proficiency in English is must. Minimum 03 years' experience in teaching (May be relaxed for highly potential candidates). | <u>Pay Scale: 9th Grade</u> Tk. 22,000/- 53,060/- (Increment and other allowance as per NPC-2015) |
| 02. | Admin Officer | MBA/Master's Degree without third class in any exam. Minimum 5 years of experience in administration in educational institute. Fluent in English. Excellent skill in computer (MS Word, Excel, PowerPoint and Adobe Photoshop). For Military background retired Junior Commissioned Officer with excellent service record education qualification may be compromised. | <u>Pay Scale: 9th Grade</u> Tk. 22,000/- 53,060/- (Increment and other allowance as per NPC-2015) |
| 03. | Superintendent | Bachelor Degree. Proficiency in MS Office Applications, Adobe Photoshop and experience in Account management. Minimum 05 (Five) years of experience. For Military background retired Junior Commissioned Officer with excellent service record education qualification may be compromised. | <u>Pay Scale: 10th Grade</u> Tk. 16,000/- 38,640/- (Increment and other allowance as per NPC-2015) |
| 04. | PA to Principal | Bachelor Degree from recognized University. Skilled in Office Management. Good command in MS Word, Excel, PowerPoint, Access and Internet Browsing. Basic knowledge of IT. Minimum 02 (two) years' experience in relevant job. | <u>Pay Scale: 11th Grade</u> Tk. 12,500/- 30,230/- (Increment and other allowance as per NPC-2015) |
| 05. | Cataloger | Bachelor Degree from recognized University. Skilled in Library Management. Good Command in MS Word, Excel, PowerPoint. Minimum 02 (two) years' experience. | <u>Pay Scale: 11th Grade</u> Tk. 12,500/- 30,230/- (Increment and other allowance as per NPC-2015) |

The application along with photocopy of all Educational Certificates, NID and Bank deposit slip of tk. 800/- for (Sl. 1 and 2), tk. 700/- for Sl. 3 and tk. 500/- for Sl. 4 and 5 as application fee (Account Name: Bangladesh International School and College, Jolshiri, Account No: 0044-0210004278), Trust Bank Limited must reach by **19 December 2023** with the complete curriculum vitae and three copies of passport-size photographs to the Principal, Bangladesh International School and College, Jolshiri. Road No #510, Sector #16, Jolshiri Abashon, Rupganj, Narayanganj. **Application must be submitted with all documents and money deposit slip.**

PRINCIPAL, BISC, JOLSHIRI