



**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.	<b>Vice Principal (VP) – 01</b>	Honors with master's degree in any relevant subject. (Without any third division/equivalent GPA). PhD holders & also specially trained in education sector will be given preference. Served as vice principal or coordinator will be given priority. Proficiency in English is must Minimum 10 years' teaching experience In Cantt. Public School & College/English Medium/Version/Cadet colleges (May be relaxed for highly potential candidates).	Negotiable
02.	<b>Art Teacher – 01</b>	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).	<b>Pay Scale: 9<sup>th</sup> Grade</b> Tk. 22,000/- 53,060/- (Increment and other allowance as per NPC-2015)
03.	<b>Admin Officer – 01</b>	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. Power Point and Adobe Photoshop). For Military background, retired Junior Commissioned Officer with excellent service record education qualification may be compromised.	<b>Pay Scale: 10<sup>th</sup> Grade</b> Tk. 16,000/- 38,640/- (Increment and other allowance as per NPC-2015)
04.	<b>Medical Assistant (Female) – 01</b>	04 Years Nursing Diploma. Experienced candidate shall be given priority. Maximum age limit at the time of recruitment is 30 years.	<b>Pay Scale: 11<sup>th</sup> Grade</b> 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. 1,200/- for Sl. 1, tk. 800/- for Sl. 2, tk. 700/- for Sl. 3 and tk. 600/- for Sl. 4 as application fee (Account Name: Bangladesh International School and College, Jolshiri, Account No: 0044-0210004278), Trust Bank Limited must reach by **31 August 2024** 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, Rugganj, Narayanganj. **Application must be submitted with all documents and money deposit slip.**

**PRINCIPAL, BISC, JOLSHIRI**