



Position Title : Upper Division Clerk (UDC)
Department : Registrar's Office (Academic)
Job Location : BAIUST, Cumilla
Job Nature : Full-time.
Application Deadline: 10 May 2026.

1. Position Description & Key Responsibilities:

BAIUST is seeking applications for the position of **Upper Division Clerk (UDC)** under the **Registrar's Office (Academic)**. The successful candidate will be responsible for the following tasks:

- Act as the primary focal point for all official correspondence within the Registrar's office (Academic), ensuring seamless communication flow.
- Prepare, review, and finalize official letters, notices, reports, and administrative documents in both Bangla and English, ensuring full compliance with university policies.
- Coordinate and maintain professional communication with internal and external stakeholders, including AWT, Area HQ, various academic/administrative departments, and external organizations.
- Review all incoming and outgoing correspondence, prioritize urgent matters, and ensure timely responses to meet administrative deadlines.
- Use Google Sheets, Google Forms, MS Office, PowerPoint and other digital tools to track correspondence, manage data, and prepare analytical reports or presentations.
- Handle sensitive and high-level administrative information with extreme care, strictly following university confidentiality protocols.
- Perform any other administrative duties as assigned by the university authority or higher management.**

2. Academic Qualification and Requirements:

- Minimum Bachelor's degree from any reputed institute is required with four (04) years of relevant experience in any reputed organization.
- The candidate should have training certificate in computer literacy.
- Having proficiency in MS Word, Excel & PowerPoint, etc is mandatory.
- High level of accuracy and good typing speed (Minimum 30/40 WPM) in Bengali and English.
- Documentation skill is a mandatory requirement for the post.
- Age:** Maximum age 35 years.
- Relevant experience in university or academic administration will be given preference.

3. Salary and Benefits:

- As per the University's Service Policy (**Upper Division Clerk - Grade 12, Salary: 20,000/-**).
- Other Benefits: Gratuity, Provident Fund as per university policy.

4. Application Procedure:

Submit your application through the following link: <https://tinyurl.com/career-baiust>

All academic and necessary information must be entered in details. After submitting your application, a reference number will appear at the top. To download the system generated CV click **"View PDF"**

5. Only shortlisted candidates will be notified of the interview by mail or Message. After being notified, they must pay the designated fee for the position.

6. Note: Shortlisted candidates invited for the interview must bring an **updated CV, Cover letter, academic certificates, experience certificates (if required), NOC (if required), and two (2) copies of recent passport sized photos.**

7. Examination Fee Payment Instructions:

- After Shortlisted candidates** must pay a non-refundable examination fee of **BDT 200** through the following method:
- Bkash Merchant Payment: Transfer **BDT 200** to **01324-763811**.
- Please use the reference: **"UDC"** while making the payment reference.

8. Incomplete applications will not be accepted.