

Bangladesh University of Business and Technology (BUBT)

Recruitment And Promotion Rules

1. The post of Officers and Others employees of BUBT have been stated at Section-B.
2. Bangladesh University of Business and Technology (BUBT) will recruit following categories of Faculty as per UGC and BUBT rules:
 - i) Professors
 - ii) Associate Professors
 - iii) Assistant Professors
 - iv) Lecturers
 - v) Teaching Assistants / Demonstrators
3. Qualification and experience for different posts of Officers and Staff will be as follows:

Posts	Age limit for Direct entry	Academic Qualification	Experience
1	2	3	4
Vice Chancellor	As per Private University Act'2010 and decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust
Pro-Vice Chancellor	As per Private University Act'2010 and decision of the BUBT Trust	As per UGC Rules & decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust
Treasurer	As per Private University Act'2010 and decision of the BUBT Trust	As per UGC Rules & decision of the BUBT Trust	As per Private University Act'2010 and decision of the BUBT Trust
Registrar	As decided by the Syndicate and Trust.	At least second class Masters Degree.	For Direct Recruitment: Master degree in any discipline with good academic background and with minimum 10 years experience in public/private University in the similar position or minimum 15 years administrative experience in government/semi-government/ corporate organizations. Candidate is expected to be well conversant with University Acts, Rules and Regulations, Statutes and Policies and confident to run the University administration independently. Candidate must be dynamic, energetic, capable of working under pressure and able to provide administrative support to the Vice Chancellor, the Board of Trustees and others Statutory Committees of the University.

Posts	Age limit for Direct entry	Academic Qualification	Experience
			Computer literacy and good command over English are essential. The age limits 60 years.
Controller of Examinations	As decided by the Syndicate and Trust	At least Second class Masters Degree with Computer literacy.	For Direct Recruitment: Professor / Associate Professor of Degree College or University. At least 10 (ten) years service experiences in the post of not below the rank of Deputy Controller/ Deputy Registrar/equivalent position in University.
Director of Finance	45 Years OR As decided by the Syndicate and Trust.	Masters Degree in Accounting or Finance with professional qualification from ICAB or ICMAB/ MBA in Accounting or Finance having requisite experience may also apply. Foreign equivalent qualifications will also be considered. Computer literacy is essential.	For Direct Recruitment: a) At least 15 years of service experience in managerial position in the accounting department of a reputed organization of which at least 05 years as the chief of accounts/finance (should be within the age bracket of 45-55) b) Have a proven track of leadership in the Finance / Accounting area of an enterprise and should be able to handle the job of routine and non-routine statement preparation for management feedback and decision.
Director of Research & Training	As decided by the Syndicate and Trust	Ph. D in Business Administration/Management/Social Sciences from any reputed university. Computer literacy is essential.	For Direct Recruitment: Should have an active service of at least 15 years in the research and teaching in university/reputed research institution of which five years should be as Associate Researcher/Deputy Research Director/ Associate Professor/ equivalent position. Priority will be given to the candidates having research publications and completed research projects under his/her supervision. Proficiency in English and computer literacy will be considered as necessary qualifications. Or As decided by the Syndicate
Proctor	As decided by the Syndicate and Trust	At least Second class Masters Degree.	For Direct Recruitment: Professor / Associate Professor of Degree College or University. At least 10 years service experiences in the post of not below the rank of Deputy Registrar/equivalent in University OR

Posts	Age limit for Direct entry	Academic Qualification	Experience
			Retired defence Officer not below the rank of Colonel/equivalent OR Retired Police Officer not below the rank of DIG
Librarian	45 Years As decided by the Syndicate and Trust	Second class Masters Degree with second class Honors in Library Science. Must have knowledge in Computer Literacy and Library Software.	For Direct Recruitment: At least 05 (five) years services as Joint Librarian /equivalent position in any university or research institution library. Or At least 10 years of service in any recognized university/research institution as Deputy Librarian /equivalent post.
Director of Career Guidance & Counseling	45 Years As decided by the Syndicate and Trust	Bachelor with Honours and Master's degrees preferably BBA and MBA/Masters in Psychology from any recognized university with long experience in student counseling and guidance	For Direct Recruitment: At least 05 years services as Deputy Director/equivalent position Or 10 years service as Assistant Director/equivalent in HRM in any university or corporate organization. Or As decided by the Syndicate
Chief Medical Officer	45 Years As decided by the Syndicate and Trust Relaxable for highly experienced persons.	MBBS with FCPS (Medicine) from a recognized Medical College under recognized University.	For Direct Recruitment: At least twenty years experiences of which five years as Senior Medical Officer Or As decided by the Syndicate.
Chief Audit Officer	45 years but relaxable for highly experienced persons	Minimum second class Master's degree in Accounting/Finance/CA / <u>ICMA</u>	For Direct Recruitment: At least 15 years experiences of which five years as Senior Audit Officer Or As decided by the Syndicate and Trust
Superintendent Engineer	45 Years Relaxable for highly experienced persons	B.Sc. in Civil Engineering from a recognized University.	80% by Direct Recruitment and 20% by Promotion. At least 15 (fifteen) years work experience in the relevant field of which 5 years as Executive Engineer Or As decided by the Syndicate and Trust
Associate Researcher	45 Years Relaxable for highly	M. Phil./Ph. D in Business	80% by Direct Recruitment and 20% by Promotion.

Posts	Age limit for Direct entry	Academic Qualification	Experience
	experienced persons	Administration/ Management/Social Sciences/Allied subject from any reputed university	Should have an active service of at least 10 years in the research and teaching in university/reputed research institution of which 5 years should be as Assistant Researcher/Assistant Research Director/Assistant professor/ equivalent. Priority will be given to the candidates having research publications and completed research projects under his/her supervision. Proficiency in English and computer literacy will be considered as necessary qualifications. Or As decided by the Syndicate
Joint Register/ Joint Controller of Exams./ Joint Director of Accounts	45 Years Relaxable for highly experienced persons	Minimum second class Master Degree in relevant field	80% by Direct Recruitment and 20% by Promotion. At least 5(five) years of service in the feeder post of Deputy Director of Accounts/Deputy Controller of Examination/ Deputy Registrar/Equivalent. Or As decided by the Syndicate and Trust
Assistant Researcher	35 years. Relaxable for more experienced person	M. Phil in Business Administration/Management/Social Sciences/Education/ Allied subject from any reputed university	80% by Direct Recruitment and 20% by Promotion. Should have an active service of at least five years in the research and teaching in university/reputed research institution Priority will be given to the candidates having research publications and completed research projects. Proficiency in English and computer literacy will be considered as necessary qualifications. Or As decided by the Syndicate
Sr. Programmer	35 years.	At least B.Sc. in IT/CSE	80% by Direct Recruitment and

Posts	Age limit for Direct entry	Academic Qualification	Experience
	Relaxable for more experienced person	with good results	20% by Promotion. At least 10 (ten) years practical experience in the relevant field Or As decided by the Syndicate and Trust
Deputy Registrar/ Deputy Controller of Examination/ Deputy Director of Accounts/ Deputy Librarian/ Deputy Director of Career Guidance and Counseling/PS to VC	40 Years	Masters Degree in relevant field with second class.	80% by Direct Recruitment and 20% by Promotion. Five years service as Asst. Registrar/Asst. Controller of Exams/Asst. Librarian/ Asst. Director of Accounts/Asst. Director of Career Guidance and Counseling in any University/equivalent post in any corporate body/ Associate Professor of any University or College. Or As decided by the Syndicate
Senior Medical Officer	40 Years Relaxable for more experienced person	MBBS with FCPS (Medicine) from any recognized Medical College under recognized University.	80% by Direct Recruitment and 20% by Promotion. At least 7 (seven) years practicing experience. Or As decided by the Syndicate
Senior Audit Officer	40 years but relaxable for highly experienced persons	Minimum second class Master's degree in Accounting/Finance/ MBA in Accounting or Finance. Professional qualification from ICAB or ICMAB preferred	80% by Direct Recruitment and 20% by Promotion. At least 10 years experiences of which five years as Audit Officer Or As decided by the Syndicate and Trust
Executive Engineer	35 Years Relaxable for highly experienced persons.	B.Sc. in Civil Engineering from a recognized University.	80% by Direct Recruitment and 20% by Promotion. At least 10 years experience in the relevant field.
Programmer	35 Years Relaxable for highly experienced persons.	BSc in CSE/CSIT	80% by Direct Recruitment and 20% by Promotion. At least 07 years experience in the

Posts	Age limit for Direct entry	Academic Qualification	Experience
			relevant field.
Asst. Registrar/ Asst. Controller of Examinations/ Asst. Director of Accounts/ Asst. Librarian/ Sr. Career Guidance/ Counseling Officer/Asst. Registrar (Public Relations)	35 Years Relaxable for experienced persons.	Second Class Masters Degree in relevant field.	80% by Direct Recruitment and 20% by Promotion. Minimum 07 years experience in the relevant field.
Research Officer	35 Years Relaxable for experienced persons.	M. Phil in Business Ad./Management/Social Sc./Education/Allied subject from recognized university	For Direct Recruitment: Minimum 07 years experience in the relevant field. Or, As decided by Syndicate and Trust
Medical Officer	35 Years	MBBS from any recognized Medical College under recognized University	For Direct Recruitment: 05 years practicing experience.
Administrative Officer/ Admission Officer/ Students Affairs Officer/ Public Relation Officer / Accounts Officer / Store Officer / Examination Officer/ Career Guidance Officer/ Personal Officer (PO to VC)/ Library Officer	30 Years	Second class Masters Degree in the relevant field. Must have Certificate in Computer Science.	80% by Direct Recruitment and 20% by Promotion. Preference will be given to those having work experience at any University/ Corporate body.
IT Officer/ Asstt.	30 Years	B.Sc. in CSIT/CSE	80% by Direct Recruitment and 20% by Promotion.

Posts	Age limit for Direct entry	Academic Qualification	Experience
Programmer			Preference will be given to those having work experience at any University/ Corporate body.
Assistant Engineer	30 Years	B.Sc. in Civil/CSE/ CSIT/Mechanical Engineering OR Three to four years Diploma in relevant Engineering from a recognized Polytechnic Institute.	80% by Direct Recruitment and 20% by Promotion. Experience preferred. For Diploma holders : At least 10 years practical experience.
Security Officer	35 Years Relaxable for highly experienced persons and departmental candidates	Graduation degree with training in security service from a recognized institute, relaxable upto SSC for Ex-service personnel in the rank of JCO/NCO or equivalent rank.	80% by Direct Recruitment and 20% by Promotion. At least 10 years experience in the relevant field.
Audit Officer	30 years but relaxable for highly experienced persons	Second class Masters degree in Accounting/ Finance/ MBA in Accounting or Finance. Professional qualification from ICAB or ICMAB preferred	80% by Direct Recruitment and 20% by Promotion. Experience preferred
Estate Officer	30 Years Relaxable for experienced persons.	Master degree from recognized University OR Three/Four years Diploma in Engineering from a recognized Polytechnic Institute with five years experiences in the relevant field.	For Direct Recruitment: Experience in relevant field will be preferred.
Physical Instructor/ Coach	30 Years Relaxable for experienced persons.	Master degree /Bachelor degree in Physical Education from a recognized University.	For Direct Recruitment: Experience preferred.
Demonstrator	30 Years	B.Sc. in Civil/ Architecture/CSE/ CSIT	80% by Direct Recruitment and 20% by Promotion.

Posts	Age limit for Direct entry	Academic Qualification	Experience
	Relaxable for experienced persons.	/ EEE/Textile Engineering. OR Three/Four years Diploma in Engineering from a recognized Polytechnic Institute with five years experience in the relevant field.	07 years experience in the relevant field For Promotion : Relaxable for suitable candidate.
Demonstrator (Chemist)	30 Years Relaxable for experienced persons and departmental candidates.	Four year bachelor degree in Chemistry or Pharmacy with Second Class. Must have Certificate in Computer Science	For Direct Recruitment: 07 years experience in the relevant field For Promotion : Relaxable for suitable candidate.
Teaching Assistant	30 Years	Minimum four years Bachelor degree in relevant discipline and must have computer literacy.	For Direct Recruitment: Experience preferred in relevant field.
Sub Asst. Engineer	30 Years Relaxable for experienced persons.	Three / Four years Diploma in Civil / Mechanical/ Electrical Engineering/ Relevant Subject from a recognized Polytechnic Institute.	Promotion or direct recruitment: 10 years experience in feeder post. Relaxable for suitable candidate
Assistant Officer (Admin/Estate/ Admission/St. Affairs/ Sr. Store Keeper/Acct/ Cash/Audit/Exam/Equivalent)	30 Years Relaxable for experienced persons.	Second class Master's degree in relevant discipline	Promotion or direct recruitment: At least 7 years experience in the feeder post/immediate lower post. Relaxable for suitable candidate
Asst. Security Officer	35 Years Relaxable for experienced persons.	Graduation degree with training in security service from a recognized institute, relaxable upto HSC for	Promotion or direct recruitment: At least 15 years service in the feeder post/lower post. Relaxable for suitable candidate

Posts	Age limit for Direct entry	Academic Qualification	Experience
		Ex-service personnel in the rank of JCO/NCO or equivalent rank.	
Cataloguer	30 Years Relaxable for experienced persons and departmental candidates.	Second Class Masters degree in Library Science OR Second Class Graduation degree in any discipline with Second Division in Post Graduate Diploma in Library Science.	Promotion or direct recruitment: At least 07 years service in the feeder post/immediate lower post. Relaxable for suitable candidate
Sr. IT/Hardware /Software Assistant	30 Years Relaxable for experienced persons.	Graduate in Computer Science.	Promotion or direct recruitment: At least 07 years service in the feeder post/immediate lower post. Relaxable for suitable candidate
Assistant Cataloguer	30 Years	Second Division Graduation Degree in any discipline with Second Class Post-Graduate Diploma in Library Science.	Promotion or direct recruitment: 07 years experiences in feeder post/immediate lower post. Relaxable for suitable candidate
Admission Counselor	30 Years Relaxable for experienced persons.	Second Division in Graduation Degree in any discipline with Computer Proficiency.	Promotion or direct recruitment: At least 7 years service in the feeder post/immediate lower posts. Relaxable for suitable candidate
Security Supervisor	30 Years Relaxable for experienced persons.	Graduation degree with training in security service from a recognized institute, relaxable upto SSC for Ex-service personnel in the rank of JCO/NCO or equivalent rank.	Promotion or direct recruitment: At least 15 years service in the feeder post. Relaxable for suitable candidate
Store Keeper	30 Years Relaxable for experienced persons and departmental candidates.	Second Division in Graduation Degree with Certificate in Computer Science.	Promotion or direct recruitment: At least 7 years service in the feeder post/immediate lower posts. Relaxable for suitable candidate

Posts	Age limit for Direct entry	Academic Qualification	Experience
Sr. Computer Operator/Sr. Office Assistant	30 Years Relaxable for experienced persons.	Second Division in Graduation Degree with Certificate in Computer Science OR Three / Four Years Diploma in Computer Science from a recognized Institute	Promotion or direct recruitment: At least 7 years service in the feeder post/immediate lower post Relaxable for suitable candidate
Caretaker	30 Years Relaxable for experienced persons	Three / Four years Diploma in Engineering from a recognized Institute or Bachelor degree from a recognized university	Promotion or direct recruitment: At least 7 years service in the immediate lower post. Relaxable for suitable candidate
Photographer/ Graphic Designer	30 Years Relaxable for experienced persons	Second Division in Graduation Degree / Diploma in Photography Preference will be given to candidates having Diploma in Graphic Arts.	Promotion or direct recruitment: At least 7 years service in the similar feeder post/immediate lower post. Relaxable for suitable candidate
Lab. Assistant	30 Years Relaxable for experienced persons	For Academic Department : Second Division in B. Sc degree in relevant field For Computer Lab. Assistant: Three / Four years Diploma in Computer Engineering from a recognized Institute.	For Direct Recruitment: Experience preferred
Cashier/Sr. Accounts Assistant/Sr. Audit Assistant	30 Years Relaxable for experienced persons	Second Division in Graduation Degree Commerce / Business. Must have proficiency in computer Science.	Promotion or direct recruitment: At least 7 years service in the feeder post. Relaxable for suitable candidate
Nurse	30 Years Relaxable for experienced persons	Diploma in Nursing with registration from Nursing Council	For Direct Recruitment: Experience preferred.

Posts	Age limit for Direct entry	Academic Qualification	Experience
IT Assistant/ Software Assistant/Hardware Assistant	30 Years Relaxable for experienced persons	Three / Four years Diploma in Computer Engineering from a recognized Institute.	For Direct Recruitment: Experience preferred.
Audit Assistant	30 Years Relaxable for experienced persons	Graduate in Commerce / Business. Must have proficiency in computer Science.	For Direct Recruitment: Experience preferred
Supervisor (tech./Mech./Elect.	30 Years Relaxable for highly experienced persons	Three / Four years Diploma in Civil / Mechanical/ Electrical/Textile Engineering. OR Trade Course Certificate in relevant Subject from a recognized Polytechnic Institute	Promotion or direct recruitment: Experience preferred. For Trade Course certificate holder must have at least 5 years practical experience 7 years experience in the feeder post Relaxable for suitable candidate
Computer Operator	30 Years Relaxable for experienced persons.	Second Division in Graduation Degree with Certificate in Computer Science OR Three / Four Years Diploma in Computer Science from a recognized Institute	For Direct Recruitment: Experience preferred.
Library Assistant	30 Years Relaxable for experienced persons.	Second Division in Graduation Degree in any subject with Certificate course in Library Science and must have proficiency in computer literacy.	For Direct Recruitment: For promotion: 7 years experience in the feeder post. Relaxable for suitable candidate
Accounts Assistant	30 Years	Second Division in Graduation Degree in Commerce/ Business. Must have proficiency in Computer Literacy.	For Direct Recruitment: Experience preferred
Receptionist	30 Years	Second Division in Graduation Degree in any discipline with proficiency in Computer	For Direct Recruitment: Experience preferred

Posts	Age limit for Direct entry	Academic Qualification	Experience
		Literacy.	
Office Assistant	30 Years	Second Division in Graduation Degree with Computer Literacy.	For Direct Recruitment: Experience preferred
Medical Assistant/ Patient Care Assistant	30 Years Relaxable for experienced persons	Diploma in Paramedical / Medical Technology Or Equivalent	For Direct Recruitment: Experience preferred.
Technical Assistant (For academic department)	30 Years Relaxable for experienced persons	SSC with two years Trade Course certificate from a Vocational Training Institution. OR As decided by the Syndicate	For Direct Recruitment: Experience preferred
Book Sorter	30 Years	HSC with certificate course in Library Science.	For Direct Recruitment: Experience preferred.
Driver	30 Years Relaxable for experienced persons.	Junior Secondary School Certificate/ Equivalent	For Direct Recruitment: At least five years experience in driving with original Licence.
Electrician / Mechanic / Sub-Station Operator/ Plumber/ Carpenter/ Lift Operator/	30 Years Relaxable for experienced persons.	SSC with two years Trade Course certificate from a Vocational Training Institution. OR Diploma in relevant field from a recognized Institution. Educational qualification relaxable for highly experienced persons.	For Direct Recruitment: Experience preferred
Trained Security Guard	30 years. Relaxable for experienced persons.	SSC with Training in Security Service	For Direct Recruitment: Experience in Security Service preferred
Skilled Office Peon/MLSS	30 years OR, as decided by the Syndicate	HSC / Equivalent	Promotion or direct recruitment: 05 (Five) Years experience in the feeder post.
Technician (AC/Elec./ Mech.)	30 Years	SSC with two years Trade Course certificate from a Vocational	For Direct Recruitment: Experience preferred

Posts	Age limit for Direct entry	Academic Qualification	Experience
		Training Institution. OR As decided by the Syndicate	
Office Peon / MLSS	30 Years	HSC / Equivalent OR SSC with experience	For Direct Recruitment:
Security Guard	30 Years Relaxable for experienced persons.	SSC/Equivalent OR Class VIII / Equivalent with training in Security Service.	For Direct Recruitment: Experience in Security Services preferred
Gardener / Cleaner	30 years, relaxable for experienced persons	Reading-Writing capacity	For Direct Recruitment: Must have practical experience in relevant field

4. Faculty Recruitment:

Qualification and experience of different grades of faculty will be as per Rules of the Bangladesh University Grants Commission. All categories of posts shall be filled up through advertisement in Daily Newspapers, BUBT Website or in other media.

5. Procedures of Recruitment to Regular Posts:

- i) All regular appointments shall be made through advertisement in daily newspapers and / or other recognized media.
- ii) The applicants shall be interviewed and recommended by the concerned Selection Committee through written test and personal interview. The recommendation of the Selection Committee shall have to be placed before the Syndicate and Trust for approval and appointment.
- iii) There shall be three Selection Committees for Selecting Faculty / Officers / Employees of different categories.
- iv) The scale of pay, allowances and terms and conditions of service shall be mentioned in the appointment letter. All appointment letters shall be signed by the Registrar.
- v) The selected Faculty / Officer / Employee shall be appointed on temporary basis with a probation period of two years.

6. Procedure for Confirmation/Regularization:

After completion of two years of service the concerned Faculty / Officer / Employee shall apply to the Registrar for confirmation of his service. After receiving application for confirmation the Registrar shall prepare a confirmation proposal of eligible candidates and place it before the concerned Selection Committee for their recommendation. After evaluating the performance of the candidates the Committee may recommend candidates for

confirmation of service to the Syndicate. The confirmation shall be effective after the approval of the Syndicate.

7. Procedure for Promotion:

- i) After receiving application for promotion the Registrar will prepare a promotion proposal of eligible candidates subject to the availability of post and submit it to the relevant Selection Committee.
 - ii) The Relevant Selection Committee, on receiving the promotion proposal, shall evaluate the performance of the candidates through ACR rating in the feeder post of BUBT and / or other test.
 - iii) Basing on the evaluation the Relevant Selection Committee may recommend candidates for promotion to the Syndicate.
 - iv) Promotion shall be effective and promotion order shall be issued after approval of the Syndicate.
8. Any matter not discussed in or covered by this rule shall be settled by other provisions of Service Rules, 2010 as amended up to July, 2018.