MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)
R&D WING
CENTRAL LIBRARY

CAREER OPPORTUNITY

Name of the position: Assistant System Engineer

Number of Post: 01

Educational Requirements: B.Sc in Computer Science and Engineering from any reputed university.

Experience Requirements: 3 to 4 Years is preferable in the field of software development, debugging, management and maintenance of the website. Having efficiency and experience of Windows, Linux, PHP, MYSQL Database and Android Apps Development.

Professional Responsibilities:

- Solving day to day problem of Server, Hardware and Software related with Integrated Library Management System (ILMS).
- Working as IT Admin of Libray Management System.
- Doing necessary modification in Libray Management System as permitted by authority.
- Resource indexing and data back-up of all software used in MIST Central Library.
- Maintaining Library Management System integrated with Koha, Dspace VuFind and PHP.
- Maintaining Plagiarism Detection System Software, Grammarly & Paraphrasing Software and giving service to faculty members and students.
- Rendering E-resource and digital resource service to users.
- Uploading documents in DSpace.
- Data entry, data modification of user in Koha and unblock the fine management when necessary.
- Taking necessary action for solving problems of related equipments like Photocopier, Scanner, Printer etc.
- Upgrate and develop ICT infrastructure and services of MIST Central Library Remote Access, RFID based Library Service and Access Control System.

Employment Status: Full-Time (renewable contract of six months basis)

D:\Library Corrp. Present\CAREER OPPORTUNITY - Copy.docx

Additional Requirements:

- Age: Maximum 32 Years.
- Polite with good moral character.
- Able to work under pressure with commitment.
- Strictly maintain confidentiality
- Must be Bangladeshi citizen.

Salary: Handsome Salary (Negotiable)

Compensation & Other Benefits

- Provident fund
- Weekly 2 holidays
- Festival Bonus: 2
- Boishakhi allowance, Limited Health coverage in MIST Medical Center.

If you are confident then apply to through email: librarian@mist.ac.bd/Hard Copy with following documents by **10 December 2024** .

Please include required documents:

a. Curriculum Vitae (CV)
b. Recent Colour Photograph 2(Two) Copies.
c. Educational Qualification Certificate and Transcript.
d. Experience Certificate.
e. Birth and Citizenship Certificate.
f. Other Supporting Documents.

Apply Instruction:

Apply to librarian@mist.ac.bd or send Hard copy mentioning position name infront of envelope towardes
Director, Research and Devilopment Wing
Military Institute of Science and Technology (MIST),
Admin Bldg, Mirpur Cantonment, Dhaka-1216

Mohammad Sajjad Hossain
Brig Gen
Director, R&D
MIST, Mirpur Cantonment
Dhaka-1216

D:\Library Corrp. Present\CAREER OPPORTUNITY - Copy.docx