



## ISLAMI BANK FOUNDATION

Head Office, Dhaka.

Al-Rajhi Complex, 166, Shaheed Sayed Nazrul Islam Saranee, Purana Palton, Dhaka. Ph: 9563486, 7174012-4, Fax: 9559426

### Vacancies

Islami Bank Foundation (IBF), a leading welfare oriented organization invites application for the following posts of dynamic, self-motivated, energetic & talented citizens of Bangladesh with the requisite qualifications mentioned against each post for IBF Head Office.

Sl no.	Name of the post & Department	Educational Qualification	Experience	Age	Salary & Allowance
1.	<b>Deputy Manager</b>	Graduate/Masters/ equivalent in any discipline from any reputed university.	Minimum 10 years practical experience in Admin/HR/Accounts in respective field/in a Hospital.	Maximum 50 years	As per policy
2.	<b>Assistant Manager</b>	Graduate/Masters/ equivalent in any discipline from any reputed university.	Minimum 8 years practical experience in Admin/HR/Accounts in respective field/ in a Hospital.	Maximum 50 years	
3.	<b>Officer</b>	Graduate/Masters/ equivalent in any discipline from any reputed university.	Minimum 5 years practical experience in Admin/HR/Accounts in respective field/ in a Hospital.	Maximum 40 years	
4.	<b>Associate Officer</b>	Graduate/Masters/ equivalent in any discipline from any reputed university.	Minimum 3 years practical experience in Admin/HR/Accounts in respective field/ in a Hospital.	Maximum 35 years	
5.	<b>Assistant Officer</b>	Graduate/Masters/ equivalent in any discipline from any reputed university.	Minimum 1 year practical experience in Admin/HR/Accounts in respective field/ in a Hospital.	Maximum 30 years	
6.	<b>Junior Officer</b>	Graduate/Masters/ equivalent in any discipline from any reputed university.	Experienced candidates will be given preference.	Maximum 30 years	

#### Application Procedure:

- Eligible and intended candidates have to apply through online ([www.ibfdb.org/career](http://www.ibfdb.org/career)) from 19 October, 2023 to 31 October, 2023.
- Applicants working in IBF & Its units if apply, that must be through proper channel.
- Applicants who have 3<sup>rd</sup> division or below G.P.A 2.50 in any examination are not allowed to apply.
- Only short listed and valid candidates will be invited to the next process of recruitment.
- All correspondence will be made through email/SMS.
- No TA/DA will be allowed for appearing in the written test/practical test/viva voce.
- The authority reserves the right to accept or reject any application without assigning any reason.

Executive Director (Acting)  
Islami Bank Foundation