

**RTM AI-Kabir Technical University (RTM-AKTU)**  
**Assistant Registrar**

Application Deadline: 12 Mar 2025

★ Shortlist < Share: f in

< All Requirements Responsibilities Skills & Expertise Salary & Benefit >

**Summary**

Vacancy: -- Location: Sylhet Experience: At least 7 years  
Published: 4 Mar 2025

Applicants are encouraged to submit **Video CV**.

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**Requirements**

**Education**

- Masters

Master's Degree from any recognized University

**Experience**

- At least 7 years
- The applicants should have experience in the following business area(s):  
University

**Additional Requirements**

- At least 07 (Seven) years with administrative and management experience Candidates with higher level of Education, experience may be considered for higher positions (Deputy Registrar) based on the Bangladesh University Grants Commission guidelines.
- Strong communication skills in English and Bangla
- Report writing skills in English and Bangla
- Sound knowledge in computer literacy (MS Excel, MS Word, PowerPoint) Candidate must have knowledge and skill in software-based data management system Good cognitive skill
- Experienced candidates will be given preference.

**Responsibilities & Context**

**RTM AI-Kabir Technical University (RTM-AKTU), Sylhet**

RTM AI-Kabir Technical University; Sylhet, Bangladesh is a technology focused University in private sector approved by the Government and the Bangladesh University Grants Commission (UGC). It is a Technical and research-based university. The university is located in Sylhet. This University offers education at an affordable and lower cost. Scholarships are available in different categories especially based on merit. This university has a modern congenial atmosphere to pursue graduate and undergraduate courses in three faculties under the exclusive care of the learned faculty members. RTM AI-Kabir Technical University is also having a research center named as 'Center for Research, Training and Management (CRTM), University, with the approval of the UGC, having a profound Institute named as Bangladesh Institute of Inclusive Skill Development (BIISD) to offer short certificate and diploma courses to enhance skill level of young professionals.

**RTM-University is Inviting applications (Assistant Registrar/Deputy Registrar) for the Registrar Office of the University, Sylhet.**

He/She providing administrative support to the Department / Faculty / University / Center(s)/ Institute(s) in ensuring high quality education and skill from the institutions.

**Job Responsibility**

- Preparing reports related to Government and UGC, BANBEIS, and other agencies.
- Provide all academic and administrative support to the development of policies and procedures for the areas of Academic Affairs i.e., Academic Council, Syndicate and Board of Trustees.
- Maintaining the accuracy and security of all academic records of current and former students.
- Conducting students' registration process, credits transfer and keeping records of foreign students and faculty members.
- Follow up class Routine and exam schedules and updating the university's automated system
- Managing all types of records of the university.
- Perform any other duties and responsibilities assigned by the University Management
- Maintenance of personal files
- Deals with recruitment, appointment disciplinary matters
- Ensure maintenance and security of the university including supervise of staff
- Ensure administrative and academic activities support under guidance of Registrar and VC
- Drafting and issuance of press release and notice of the university

**Skills & Expertise**

Management

**Compensation & Other Benefits**

- RTM AI-Kabir Technical University (RTM-AKTU) pay structure.

**Workplace**

Work at office

**Employment Status**

Full Time

**Job Location**

Sylhet

**Read Before Apply**

Send your application, detailed curriculum vitae along with a recent passport-size photograph, NID, copies of certificate, transcripts to the Registrar, RTM AI- Kabir Technical University (RTM-University), RTM Point, East Shahi Edgah, Sylhet,3100, Bangladesh by E-mail: recruitment@rtm-aktu.edu.bd (Indicating the name of the position in the subject line) on or before 12 March 2025

Only short-listed candidates will be called for interview. No TA/DA will be provided for attending the interview.

**Apply Procedure**

**Email your CV**

Send your CV to the given email recruitment@rtm-aktu.edu.bd

**Company Information**

RTM AI-Kabir Technical University (RTM-AKTU)

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রিপোর্ট

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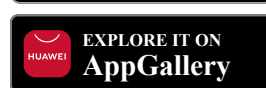
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Our Contact Centre is available from 9 am to 8 pm (Saturday to Thursday).