



**Messenger/ Office Support Staff (OSS)**

**MANARAT DHAKA INTERNATIONAL SCHOOL & COLLEGE**

**Job Category:** Security/Support Service

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Posted On:** 22 Jun 2025

**Application Deadline:** 5 Jul 2025

## Job Context

- 03 copies of recent colour photographs (02 passport size & 01 stamp size), photocopy of national ID card, copies of all educational and experience certificates should be attached with the CV.

Candidates must submit application with all documents in A4 size paper & 12"X9" sized envelope either through Courier/Post or by hand on all working days between 09:00 am to 04:00 pm.

Any incomplete application will not be entertained.

Date of exam (written test & viva) and other instructions will be published in the College Website.

Those also applied for the post of Security Supervisor (Male), Receptionist (Female), IT Assistant and Sister (Aya) against the advertisement

(Ref: MDIC/AO/F-43(Recruitment)/01 Date: 1 May 2023) need not to apply again.

The candidates have to deposit an amount of BDT 500/-(SL 1-4) and 400/-(SL 5-12) non-refundable + online charge in favour of "Manarat Dhaka International College" A/C no: MSA-22600, Islami Bank Bangladesh PLC, Gulshan branch, Dhaka from any branch of Islami Bank Bangladesh PLC. The candidates must attach the original `Deposit Slip of Money` on top of the application.

Mahbub

Brig Gen S. M. Mahbub-Ul-Alam, OSP, SGP, ndc, psc (retd)

Principal, MDIC

## Job Description/Responsibility

- Ref: MDIC/AO/F-43(Recruitment-2025)/01

Manarat Dhaka International School & College came into being as a prestigious English medium educational institution (Playgroup to `A` Levels) - in the year of 1979. MDIC is proud of its philosophy, in terms of educational policy, that conceives single-gender education as a complex service. The manifestation of our student-oriented approach can be experienced in a pleasant & enriched environment with cutting-edge technology and an outstanding, highly qualified teaching staff under the guidance of a competent Board of Trust that ensures use of up-to-date methodologies and quality course materials. Our aim is to train God-

fearing and law-abiding future leaders with ethical values while endowing them with the thirst for knowledge and thus inspiring them to strive for professional and human excellence.

**Experience Requirements**

- No experience is required.

**Skills Requirements**

- Valid Driving license of motor cycle. Computer literacy would be considered as an added quality.

**Work Area**

- Applicant should have experience of working in the following category(ies): Security/Support Service

**Industry Type**

- Experience should include the following skills: Education/Training

**Address:** Dhaka, Dhaka, Bangladesh

**Company Profile:** .