

The  
Bangladesh Gazette



**Extraordinary**  
**Published by Authority**

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**SUNDAY, JANUARY 1, 1984**

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**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**MINISTRY OF ESTABLISHMENT AND REORGANIZATION**

**Training of Staff Trainers and Crash Programme**  
**for Staff Training at District Centres**

**NOTIFICATION**

**Dhaka, the 1st January, 1984**

**No. S.R.O. 1-L/84.**—In pursuance of the Proclamation of the 24th March, 1982, and in exercise of all powers enabling him in that behalf, the President is pleased to make the following rules, namely:—

**THE OFFICERS AND EMPLOYEES (TRAINING OF STAFF TRAINERS AND CRASH PROGRAMME FOR STAFF TRAINING AT DISTRICT CENTRES—PROJECT OFFICE AND DISTRICT STAFF TRAINING INSTITUTES) RECRUITMENT RULES, 1983.**

1. **Short title.**—These rules may be called the Officers and Employees (Training of Staff Trainers and Crash Programme for Staff Training at District Centres—Project Office and District Staff Training Institutes) Recruitment Rules, 1983.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context:—

- (a) "appointing authority" means the Government and includes, in relation to any specified post or class of such posts, any officer authorised by the Government to make appointment to such post or class of posts;

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(9)

**Price : 75 Paise**

- (b) "Commission" means the Bangladesh Public Service Commission;
- (c) "Departmental Selection Committee" means the Committee constituted by the Government for selection of candidates for appointment to a specified post;
- (d) "District Staff Training Institute" means the District Staff Training Institute established at the District Headquarters of Bangladesh under the Training of Staff Trainers and Crash Programme for Staff Training at District Centres Project;
- (e) "Probationer" means a person appointed on probation to a specified post;
- (f) "Project Office" means the Office of the Project Director of the Training of Staff Trainers and Crash Programme for Staff Training at District Centres Project at Dhaka;
- (g) "recognised Board" means a Board of Intermediate and Secondary Education established by or under any law for the time being in force and includes any other Board declared by the Government to be a recognised Board for the purpose of these rules;
- (h) "recognised University" means a University established by or under any law for the time being in force and includes any other University declared by the Government, after consultation with the Commission, to be a recognised University for the purpose of these rules;
- (i) "requisite qualification" in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (j) "Schedule" means the Schedule annexed to these rules;
- (k) "specified post" means a post specified in the Schedule; and
- (l) "Staff Training Institute" means the Staff Training Institute at Dhaka and includes its regional training centres.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the Schedule, appointment to a specified post shall be made:—

- (a) by direct recruitment;
- (b) by promotion; or
- (c) by transfer on deputation.

(2) No person shall be appointed to a specified post unless he has the requisite qualification and, in the case of direct recruitment, he is also within the age limit laid down in the Schedule for that post.

4. **Appointment by direct recruitment.**—(1) Subject to the provisions of any law for the time being in force, no appointment to a specified post by direct recruitment shall be made by the appointing authority except upon the recommendation of the Commission.

(2) No person shall be eligible for appointment to a specified post by direct recruitment, if he:—

- (a) is not a citizen of Bangladesh;
- (b) is married to, or has entered into a promise of marriage with, a person who is not a citizen of Bangladesh.

(3) No appointment to a specified post by direct recruitment shall be made until:—

- (a) the person selected for appointment is certified by a medical Board set up for the purpose by the Director-General of Health Services or, as the case may be, by a Medical Officer duly authorised by the Government in this behalf to be medically fit for such appointment and that he does not suffer from any such organic defect as is likely to interfere with the discharge of the duties of the specified post; and
- (b) the antecedents of the person so selected have been verified through appropriate agencies and found to be such as do not render him unfit for appointment in the service of the Republic.

(4) No person shall be recommended for appointment to a specified post unless:—

- (a) he applied in such form, accompanied by such fee and before such date, as was notified by the Commission while inviting applications for the specified post; and
- (b) in the case of a person already in Government service or in the service of a local authority, he applied through his official superior.

**5. Appointment by promotion.**—(1) Appointment by promotion to a specified post shall be made by the appointing authority on the recommendation of the Departmental Selection Committee:

Provided that appointment by promotion to a specified post of higher class shall be made on the recommendation of the Commission.

(2) A person shall not be eligible for appointment by promotion to a specified post if he has unsatisfactory records of service.

**6. Probation.**—(1) Persons selected for appointment to a specified post, otherwise than by transfer on deputation, against a substantive vacancy shall be appointed on probation,—

- (a) in the case of direct recruitment, for a period of two years from the date of substantive appointment; and
- (b) in the case of promotion, for a period of one year from the date of such appointment:

Provided that the appointing authority may, for reasons to be recorded in writing, extend the period of probation by a period or periods so that the extended period does not exceed two years in the aggregate.

(2) Where, during the period of probation of a probationer, the appointing authority is of opinion that his conduct and work is unsatisfactory or that he is not likely to become efficient, it may, before the expiry of that period,—

- (a) in the case of direct recruitment, terminate the service of the probationer; and
- (b) in the case of promotion, revert him to the post from which he was promoted.

(3) After the completion of the period of probation including the extended period, if any, the appointing authority,—

- (a) if it is satisfied that the conduct and work of the probationer during his period of probation has been satisfactory, shall, subject to the provisions of sub-rule (4), confirm him; and
- (b) if it is of opinion that the conduct and work of the probationer during that period was not satisfactory, may,—
  - (i) in the case of direct recruitment, terminate his service; and
  - (ii) in the case of promotion, revert him to the post from which he was promoted.

(4) A probationer shall not be confirmed in a specified post until he has passed such examination and undergone such training as the Government may, from time to time, prescribe by order.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
<b>PART A: (Gazetted posts in the Project Office and District Staff Training Institute)</b>				
1	Project Director	..	By transfer on deputation of an officer of the rank, status and pay of a Deputy Secretary to the Government.	..
2	Deputy Project Director	..	By promotion from amongst the Deputy Directors and, if none is found suitable for promotion, by transfer on deputation of an officer of equivalent rank belonging to any cadre of the Bangladesh Civil Service.	<i>For promotion:—</i> At least 3 years' experience as Deputy Director.
3	Assistant Member Directing Staff.	Not exceeding 40 years.	(a) By transfer on deputation of an officer of equivalent rank belonging to any cadre of the Bangladesh Civil Service, or (b) by direct recruitment.	<i>For direct recruitment—</i> First Class Master's degree or Second Class Master's degree with Second Class Honours degree in Economics, Public Administration, Sociology, Psychology, Commerce, Statistics or Political Science from a recognised University with at least 7 years' experience in administrative position, or in teaching, training or research.

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- 4 Deputy Director, District Staff Training Institute. Not exceeding 35 years. By promotion from amongst the Assistant Directors (Staff Course) and, if none is found suitable for promotion, by transfer on deputation of an officer holding equivalent post in any Government office, or by direct recruitment.
- (i) For promotion—At least 4 years' experience as Assistant Director (Staff Course).
- (ii) For direct recruitment.—First Class Master's degree or Second Class Master's degree with Second Class Honours degree from a recognised University with at least 4 years' experience in administrative position or in teaching in the post-graduate classes.
- 5 Assistant Director (Staff Course), District Staff Training Institute. Not exceeding 30 years. (a) By transfer on deputation of an officer holding equivalent post in any Government office; or (b) by direct recruitment.
- For direct recruitment—First Class Master's degree or Second Class Master's degree with Second Class Honours degree from a recognised University.
- PART B: (Non-Gazetted posts in the Project Office)
- 1 Head Assistant-cum-Accountant Not exceeding 35 years. (i) For promotion—At least 5 years' experience as Steno-Typist or Assistant in the Project Office. (ii) For direct recruitment—(a) At least Bachelor's degree

equivalent post in any Government office, or by direct recruitment.

preferably in Commerce, from a recognised University with at least 5 years' experience in office work.

(b) Good knowledge of noting and drafting, and of office rules, regulations and procedures and accounts matters.

## 2 Cashier

Not exceeding 25 years.

By promotion from amongst the Lower Division Assistant-Cashiers of the District Staff Training Institutes and, if none is found suitable for promotion, by transfer on deputation of a person holding equivalent post in any Government office, or by direct recruitment.

(i) *For promotion*—At least 5 years' experience as Lower Division Assistant-Cashier in a District Staff Training Institute.

(ii) *For direct recruitment*—Bachelor's degree in Commerce from a recognised University.

## 3 Driver

Not exceeding 25 years.

By promotion from amongst the Class IV employees of the District Staff Training Institute, or by direct recruitment.

*For direct recruitment and promotion*—  
(a) Must be a valid motor-driving licence holder with at least three years' experience in driving;

(b) must have read up to Class VI; and

(c) should have knowledge of maintenance, and minor repair of motor vehicles.

1	2	3	4	5
4	Cash Sarker	... Not exceeding 25 years.	By promotion from amongst the M.L.S.S. and, if none is found suitable for promotion by direct recruitment.	(i) For promotion—At least 2 years' service as M.L.S.S. having capability to do the job.  (ii) For direct recruitment—Secondary School Certificate from a recognised Board.
5	Messenger Peon	... Between 18 and 27 years.	By direct recruitment	... Must have read up to Class VIII. Preference will be given to the candidates with practical experience in the line.
6	Darwan	... Not exceeding 40 years.	By direct recruitment	... Read up to Class VI and must have good physique. Preference will be given to the ex-service personnel or Ansar or VDP or persons with experience in the line.
7	Night Guard	... Not exceeding 40 years.	By direct recruitment	... Read up to Class VI and must have good physique. Preference will be given to the ex-service personnel or Ansar or VDP or persons with experience in the line.
8	Sweeper-cum-Farash	... Not exceeding 27 years.	By direct recruitment	... Must have good physique. Preference will be given to the candidates having experience in the line.



9 MLSS ... Must have read up to Class VIII. Preference will be given to the candidates with practical experience in the line.

... By direct recruitment ...

Between 18 and 27 years.

PART C : (Non-Gazetted posts in the District Staff Training Institute).

1 Upper Division Assistant-cum-Accountant. ... By promotion from amongst the Lower Division Assistants and Lower Division Assistants-cum-Typists of the Project Office and the District Staff Training Institutes and, if none is found suitable for promotion, by transfer on deputation of a person holding equivalent post in any Government office, or by direct recruitment.

(i) For promotion—At least 5 years' experience in a post from which promotion will be made.

(ii) For direct recruitment—Bachelor's degree, preferably in Commerce from a recognised University.

2 Lower Division Assistant-cum-Cashier.

Not exceeding 25 years.

By direct recruitment

Higher Secondary Certificate in Commerce from a recognised Board, preferably with experience in the line in any Government office.

3 Daftary-cum-Duplicating Machine Operator.

Not exceeding 25 years.

By promotion from amongst the M.L.S.S. and, if none is found suitable for promotion, by direct recruitment.

(i) For promotion—At least 2 years' service as M.L.S.S. having capability to do the job.

(ii) For direct recruitment—Should have read up to Class VIII with knowledge of operating duplicating machines and binding of books and registers.

1	2	3	4	5
4	Class Room Attendant	... Between 18 and 27 years.	By direct recruitment	... Must have read up to Class VIII. Preference will be given to the candidates with practical experience in the line.
5	Messenger Peon	... Between 18 and 27 years.	By direct recruitment	... Must have read up to Class VIII. Preference will be given to the candidates with practical experience in the line.
6	Night Guard	... Not exceeding 40 years.	By direct recruitment	... Read up to Class VI and must have good physique. Preference will be given to the ex-service personnel, or Ansar or VDP or persons with good experience in the line.
7	Darwan	... Not exceeding 40 years.	By direct recruitment	... Read up to Class VI and must have good physique. Preference will be given to the ex-service personnel or Ansar or VDP or persons with good experience in the line.
8	Farash-cum-Sweeper	... Not exceeding 27 years.	By direct recruitment	... Must have good physique. Preference will be given to the candidates having experience in the line.

By order of the President  
 MD. NURUL ISLAM  
*Deputy Secretary.*