

বাংলাদেশ



গেজেট

প্রতিরিত সংখ্যা

কর্তৃপ্রদত্ত কৃত্বক প্রকাশিত

TUESDAY, JANUARY 8, 1985

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF ESTABLISHMENT

Regulation Wing

NOTIFICATION

Dhaka, the 8th January 1985

No. S.R.O. 23-L/85/RI/R/64/84.—In pursuance of the Proclamation of 24th March, 1982 and in exercise of all powers enabling him in that behalf, and in supersession of all rules and orders, the President, after consultation with the Bangladesh Public Service Commission is pleased to make the following rules, namely :—

THE MINISTRIES AND DIVISIONS (UPPER DIVISION ASSISTANT AND SECTION ASSISTANT) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called The Ministries and Divisions (Upper Division Assistant and Section Assistant) Recruitment Rules, 1984.

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

- (a) “appointing authority” means the Government and includes any officer authorised in this behalf ;
- (b) “Commission” means the Bangladesh Public Service Commission ;
- (c) “examination” means an examination to be conducted by the Commission for the purpose of recruitment to a specified post ;
- (d) “probationer” means a person appointed on probation to a post against a substantive vacancy ;

- (e) "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 in consultation with Commission to be a recognised University for the purpose of these rules;
- (f) "schedule" means the schedule annexed to these rules; and
- (g) "specified post" means the post of Upper Division Assistant and Section Assistant in the Ministries and Divisions.

3. **Procedure for recruitment.**—Subject to the provisions of Schedule-I, appointment to a specified post shall be made,—

- (a) by promotion; and
- (b) by direct recruitment.

4. **Appointment by promotion.**—Appointment by promotion shall be made from amongst the members of the following Pools as per provision of Schedule-I.—

- (i) Pool 'A' consisting of Lower Division Assistants and Lower Division Assistant-cum-Typists of Ministries and Divisions;
- (ii) Pool 'B' consisting of Typists and Typist-cum-Lower Division Assistants of Ministries and Divisions;
- (iii) Pool 'C' consisting of Steno-Typists of Ministries and Divisions :
Provided that—
 - (a) no person unless appointed on regular basis can be a member of any pool;
 - (b) no person shall be eligible for promotion if he has unsatisfactory records of service; and
 - (c) no promotion shall be made except on the recommendation of the Departmental Promotion Committee constituted by the Government in this behalf.

5. **Appointment by direct recruitment.**—(1) Subject to the provisions of Schedule-I, no appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Commission.

(2) The Commission shall make its recommendation on the basis of the competitive examination and test to be conducted as per rule 6 of these rules.

(3) No person shall be eligible for appointment to a post, if he—

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

(4) No appointment to a post shall be made until the persons selected for appointment is certified by an authorised medical officer not below the rank of Civil Surgeon to be medically fit for such appointment and that he is not suffering from any such organic defect as is likely to interfere with the discharge of the duties of the post.

6. **Examination.**—(1) For the purpose of recommending a candidate for appointment to a specified post by direct recruitment, the Commission shall conduct a competitive examination and test in the subjects as detailed in Schedule-II.

(2) A candidate who fails to secure minimum 45% marks in the aggregate shall be ineligible for appointment to the specified post:

Provided a candidate securing less than 25% marks in any subject shall be deemed to have secured no marks in that subject.

(3) The Commission shall announce the date, time-table, place and such other particulars as it considers necessary for the examination.

(4) An application for admission to an examination shall be submitted to the Commission on or before such date as the Commission may announce in this behalf.

(5) No person shall be eligible for an examination unless—

(a) he applied in such form, accompanied by such fee and on or before such date, as is notified by the Commission, while inviting application for the post; and

(b) in the case of a person already in Government service or in the service of a local authority, he has applied through his official superior.

7. **Probation.**—(1) Persons selected for appointment to a specified post 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 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 his service; and

(b) in the case of promotion, revert him to the post from which he was promoted.

(3) After 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 I

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	Upper Division Assistant or Section Assistant of Ministries and Divisions.	3	<p>(1) (a) 25% of the vacancies in the specified post shall be filled up by promotion from amongst the members of Pool 'A' referred to in rule 4(i) of these rules on the basis of seniority-cum-merit.</p> <p>(b) 10 % of the vacancies in the specified post shall be filled up by promotion from amongst the members of the Pool 'B' referred to in rule 4(ii) of these rules on the basis of seniority-cum-merit.</p> <p>(c) 15% of the vacancies in the specified post shall be filled up by promotion from amongst the members of the Pool 'C' referred to in rule 4(iii) of these rules on the basis of seniority-cum-merit.</p> <p>(2) 50% by direct recruitment.</p>	<p>(1) For promotion—</p> <p>(i) 5 years' service in a feeder post or posts; and</p> <p>(ii) Successful completion of such training as may be prescribed by Government by order.</p>
		Between 18 and 25 Years		<p>(2) For direct recruitment.—</p> <p>Bachelor's degree from a recognised University.</p>

SCHEDULE II

Name of subject.		Total Marks.	Time.
1		2	3
1. Bengali	... (a) Essay - 30 (b) Summary writing - 20 (c) Translation English to Bengali - 25. (d) Official and other correspondence - 25.	100	3 (three) hours.
2. English	... (a) Essay - 30 (b) Summary writing - 20 (c) Translation from Bengali to English - 25. (d) Official and other correspondence - 25.	100	3 (three) hours.
3. Elementary Mathematics.	(a) Arithmetic - 50 (b) Arithmetical problems involving test of intelligence - 50.	100	3 (three) hours.
4. General Paper ...	(a) General knowledge - 50 (b) Elementary knowledge of Government Organisations including Autonomous and Semi-Autonomous Organisation - 50.	100	3 (three) hours.

By order of the President
D.S. YUSUF HYDER
Secretary in-charge.