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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF ESTABLISHMENT

DEPARTMENT OF PRINTING, STATIONERY, FORMS AND
PUBLICATIONS.

NOTIFICATION

Dhaka, the 12th February 1985

No. S.R.O. 83-L/85.—In pursuance of the Proclamation of the 21st March, 1984 and in supersession of all previous rules in this behalf, the President and Chief Martial Law Administrator after consultation with the Bangladesh Public Service Commission, is pleased to make the following rules, namely:—

THE RECRUITMENT RULES FOR CLASS III AND IV NON-TECHNICAL AND TECHNICAL STAFF OF THE DEPARTMENT OF PRINTING, STATIONERY, FORMS AND PUBLICATIONS, 1985.

1. **Short title.**—These rules may be called **The Recruitment Rules for Class III and IV Non-technical and Technical Staff of the Department of Printing, Stationery, Forms and Publications.**

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;
- (b) "commission" means the Bangladesh Public Service Commission;
- (c) "headquarters office" means the Office of the Controller, Printing, Stationery, Forms and Publications;
- (d) "probationer" means a person appointed on probation to a specified post;

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- (e) "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;
- (f) "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;
- (g) "requisite qualification" in relation to a specified post, means the qualification laid down in the schedule in relation to that post;
- (h) "schedule" means the Schedule annexed to these rules;
- (i) "specified post" means a post specified in the Schedule of these rules;
- (j) "non-technical" means the staff engaged in the non-technical functional area of the Department *i.e.* Headquarter Office, Bangladesh Stationery Office, Bangladesh Forms and Publication Office and Zonal Offices. "Technical" means the staff directly connected with the production of the Presses under the Department; and
- (k) "Press" means Bangladesh Government Press, Government Printing Press, Bangladesh Security Printing Press.

3. **Procedure for recruitment.**—(1) Subject to the provision 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 the post.

4. **Appointment by direct recruitment.**—(1) No appointment to a specified post by direct recruitment shall be made 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, or a permanent resident of Bangladesh:

Provided that this clause shall not apply in the case of a person who is already in the service of the Republic;

- (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 of Health Services 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 applies 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 body, applies through proper channel.

5. Appointment by promotion.—(1) Appointment by promotion to a specified post shall be made on the recommendation of Superior Selection Board/Special Promotion Committee or Departmental Promotion 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) Person 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 ; and

(b) in the case of promotion, for a period of one year :

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 his service ; 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, undergone such training as the Government may, from time to time, prescribe by order.

**SCHEDULE OF
RECRUITMENT RULES FOR NON-GAZETTED (TECHNICAL AND NON-
TECHNICAL) EMPLOYEES.**

Schedule of Non-Technical Posts.

Sl. No.	Name of the specified posts.	Age limit.	Method of recruitment.	Qualification.
1	2	3	4	5
1.	Supervisor/Supervisor (Librarian)/Accountant,	--	By promotion from the Store Keeper, Accountant (U.D.A.), Inspector, Cashier, Care Taker, Asstt. Librarian, Time Keeper, Accounts Asstt./U.D.A. of the concerned offices.	5 years' service in the feeder post.
2.	Stenographer	35 years	As per rule published in the Notification No. SRO-109-L/78, dated 16-5-78.	...
3.	Store Keeper	--	By transfer from U. D. A. or by promotion from the Assistant Store Keeper or from L.D.A. in order of preference.	5 years' service in the feeder post.
4.	Accountant (UDA)	--	By transfer from U. D. A./Cashier/Accounts Asstt. or by promotion from the Accounts Assistant (L.D.A.)/L.D.A.	Ditto.
5.	U.D. Assistant	--	As per Recruitment Rules prescribed by Govt.	--
6.	Cashier	--	By promotion from the L. D. A., L.D.A.-cum-Typist, Salesman and Cataloguer of the concerned offices.	5 years' service in the feeder post.

Sl. No.	Name of the specified posts.	Age limit.	Method of recruitment.	Qualification.
1	2	3	4	5
7.	Care Taker	..	By promotion from the L.D.A., L.D.A-cum-Typist and Typist.	5 years' service in the feeder post.
8.	Inspector	..	By promotion from the Asstt. Inspector. If no suitable candidate is available, by promotion from L.D. Assistants.	Ditto.
9.	Time Keeper	..	By promotion from the L.D.A., L.D.A-cum-Typist and Typist.	Ditto.
10.	Accounts Assistant	..	By promotion from the posts of Accounts Asstt. (L.D.A.).	Ditto.
11.	Steno Typist	..	As per rule published in the Notification No. S.R.O.-109-L/78, dated 16-5-78.	..
12.	L. D. Assistant	..	As per Recruitment Rules prescribed by Govt.	..
13.	L. D. A-cum-Typist	..	As per Recruitment Rules to be prescribed by Govt.	..

14. Typist	As per Rectt. Rules prescribed by Govt.		
15. Accounts Asstt. (LDA)	By direct recruitment	25 years	H. S. C. or equivalent in Commerce with some experiences in Accounts work.
16. Cataloguer	By direct recruitment	Do.	H.S.C. or equivalent with Certificate Course on Library So.
17. Sub-Inspector	Ditto	Do.	H.S.C. or equivalent.
18. Asstt. Store Keeper	By direct recruitment or by transfer from LDA.	Do.	H.S.C. or equivalent with some experiences in stores maintenance.
19. Salesman	By direct recruitment	Do.	H.S.C. or equivalent with some experiences in salesmanship.
20. Addressographer	Ditto	Do.	H.S.C. or equivalent having practical knowledge of Addressography.
21. Compounder	Ditto	Do.	S.S.C. or equivalent with Compoundership certificate from a recognised institution.

1	2	3	4	5
22. Driver	25 years	By direct recruitment	Read up to Class VIII having heavy vehicle driving licence with 3 years' practical experience.	
23. Carpenter	Do.	Ditto	Read up to Class VIII having 3 years' experience in carpentry.	
24. Typewriter Mechanic	Do.	Ditto	S.S.C. with 3 years' practical experience. Knowledge of repairing Duplicating Machine and calculator is essential, preference will be given to them having knowledge of the Mechanism of Photostate Machine.	
25. Water Pump Driver	Do.	Ditto	Read up to Class VIII with 2 years' practical experience in pump driving. Knowledge in electricity is essential.	
26. Store Receiver	..	By transfer from Indent Packer, Counter, Markman/Packer.	...	
27. Cash Sarkar	..	By transfer from Daftary and Cycle messenger.	...	
28. Counter	25 years	By promotion from MLSS, Guard, Porter. If no suitable candidate is available, by direct recruitment.	For promotion—5 years' experience in the feeder post. For direct recruitment—Read up to Class VIII.	
29. Indent Packer	Do.	Ditto	For direct recruitment—Read up to Class VIII.	
30. Markman	Do.	Ditto	Ditto	

31	Sorter	Do.	Ditto	For promotion—3 years' experience in the feeder post. For direct recruitment—Read up to Class VIII.
32	Packer	Do.	Ditto	Ditto.
33	Daftary	Do.	Ditto	Ditto.
34	Cycle Messenger	Do.	Ditto	Ditto.
35	MLSS	Do.	By transfer from the contingent/work charged staff or by direct recruitment.	For direct recruitment— Read up to Class VIII.
36	Guard	Do.	Ditto	Ditto.
37	Porter	Do.	Ditto	Ditto.
38	Visy	Do.	By direct recruitment	Ditto.
39	Sweeper	Do.	Ditto	Ditto.

Schedule of Technical posts

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualifications.
1	2	3	4	5
1	Planning Supervisor	..	By transfer of Secret Printing Supervisor, Composing Overseer or by promotion from Planning Assistant/Section Holder.	For promotion—5 years' service in the feeder post.
2	Secret Printing Supervisor	..	By transfer of Planning Supervisor, Overseer or by promotion from Planning Assistant and Section Holder of Composing Section.	Ditto.
3	Composing Overseer	..	By promotion from Section Holder, Composing Section/Planning Asstt.	Ditto.
4	Overseer (GPP)	..	By transfer of Head Reader or by promotion from Case Foreman/Section Holder, Binding Foreman, Machine Foreman.	Ditto.
5	Senior Supervisor	..	By transfer of Head Reader or by promotion from Case Foreman/Section Holder.	Ditto.
6	Head Reader	..	By promotion from the Readers.	7 years' service in the feeder post.

- 7 Binding Overseer -- By promotion from Binding Foreman (i) 5 years' service in the feeder post.
 (ii) Must have knowledge of all sorts of machine used in binding works.
 (iii) Ability to organise the work and supervise the Binders.
- 8 Machine Overseer -- By promotion from Machine Foreman. 5 years' service in the feeder post.
- 9 Mechanical Foreman -- By promotion from the following staff in order of preference—
 (a) Head Mechanic. 5 years' service in case of (a) & 7 years' in case of (b).
 (b) Mechanic.
- 10 Supervisor -- By promotion from the following staff in order of preference—
 (a) Binding Foreman. For promotion—5 years' service in case of (a) & 7 years in case of (b).
 (b) Assistant Binding Foreman/
 Envelope making machineman.
- 11 Lino Section Holder -- By promotion from Asstt. Lino Section Holder. 5 years' service in the feeder post.

1	2	3	4	5
12	Mono Section Holder	..	By promotion from Assistant Mono Section Holder.	5 years' service in the feeder post.
13	(a) Hand Composing Section Holder.	..	By promotion from Asstt. Section Holder.	5 years' service in the feeder post.
	(b) Planning Assistant	..	By promotion from the Assistant Section Holder (Composing).	Ditto.
	(c) Stereo Section Holder	..	By promotion from (a) the Assistant Case Foreman, (b) Lino & Mono Operators.	5 years' service in case of (a) & 7 years in case of (b).
14	(a) Case Foreman (b) Section Holder	..	By promotion from the following staff— (a) Assistant Mono Casting Sec. Holder. (b) Head Caster.	5 years' service in case of (a) and 7 years' service in case of (b).
15	Mono Casting Section Holder.	..	By promotion from the following staff— (a) Assistant Mono Casting Sec. Holder. (b) Head Caster.	5 years' service in case of (a) and 7 years' service in case of (b).
16	(a) Stereo Section Holder (b) Stereo Foreman	..	By promotion from the following staff— (a) Assistant Section Holder (Hand composing). (b) Stereo Typer/ Stereo Plate Caster.	5 years' service in case of (a) and 7 years' service in case of (b).

- 17 Cameraman 25 years. By promotion from Assistant Cameraman. *For promotion—*
- (i) 5 years' service in the feeder post.
 - (ii) Must pass a competency test.
- For direct recruitment—*
- (i) H.S.C. or equivalent.
 - (ii) Must have sound knowledge and practical experience in operation of all types of process camera and enlarger and produce negative and positive in colour separation work in both direct and indirect process. Preference will be given to a candidate having experience in colour retouching work.
- 18 Process Section Holder — By promotion from amongst the following staff—
- (a) Artist.
 - (b) Colour & Halfstone Etcher, or by transfer from Cameraman.
- 19 Offset Section Holder — By promotion from amongst the following staff—
- (a) Offset Operator/ Artis.
 - (b) Prover and Retoucher.
- 20 (a) Binding Foreman — By promotion from the following staff of the office concerned —
- (i) 7 years' service in the feeder post.
- (b) Bindery Foreman —
- (ii) Ability to supervise the work.

1	2	3	4	5
21	Machine Foreman	..	By promotion from the post of Assistant Machine Foreman and Assistant Foreman.	<i>For promotion</i> —7 years' service in the feeder post.
22	Assistant Lino Section Holder.	..	By Transfer from Lino Operators	
23	Lino Mechanic	..	By promotion from Asstt. Lino Mechanic.	5 years' service in the feeder post.
24	Mono Mechanic	..	By Promotion from Asstt. Mono Mechanic.	Ditto.
25	Lino Operator	25 years	By promotion from trained Compositors.	<i>For promotion</i> —
			If no suitable candidate is available for promotion, by direct recruitment.	
				(i) Sound knowledge and practical experience in hand composition. (ii) Ability to operate Lino Machine and capability to give the minimum turnover of 4000 corrected ens per hour. (iii) 5 years' service in the feeder post.
				<i>For direct recruitment</i> —
				(i) H.S.C. or equivalent.
				(ii) 3 years' experience in Lino type operation.
				(iii) Capability to give the minimum turnover of 4000 ens per hour.

- 26 Assistant Mono Section Holder. ... By transfer from Mono Operators 5 years' service in the feeder post.
- 27 Mono Operator 25 years By promotion from Compositors. If no suitable person is available for promotion, by direct recruitment.
- For promotion—*
- (i) Thorough knowledge and practical experience in hand composition.
 - (ii) Ability to operate Mono Machine and capability to give the minimum turnover of the 6000 uncorrected ens.
 - (iii) 5 years' service in the feeder post.
- For direct recruitment—*
- (i) H.S.C. or equivalent.
 - (ii) 3 years' experience in Mono type operation.
 - (iii) Capability to give the minimum turnover of 5000 uncorrected ens per hour.
28. Assistant Section Holder By promotion from Compositors 5 years' service in the feeder post with sufficient knowledge of work and capability to supervise the section.

1	2	3	4	5
29	Assistant Mono Casting Section Holder.	..	By promotion from the following staff— (a) Head Caster. (b) Mono Super Caster. (c) Mono Caster.	5 years' service in the feeder Post.
30	Reader	By promotion from the Revisers.	Ditto.
31	Artist	25 years	By direct recruitment	For direct recruitment— (i) Diploma in Fine Arts. (ii) Must have sound knowledge in commercial drawing and fine colour work.
32	Colour and Half-tone Etcher.	Do.	By transfer from Line Etcher. If no suitable candidate is available, by direct recruitment.	For direct recruitment— (i) H.S.C. or equivalent, relaxable in case of suitable candidate having S.S.C.
33	Line Etcher	Do.	By direct recruitment	For direct recruitment— (i) H.S.C. or equivalent, relaxable in case of suitable candidate having S.S.C. (ii) Must have practical experience in etching line and colour line block. Departmental candidate with requisite qualification will be given preference.

<p>34 (a) Offset Operator (b) Offset Machine Operator.</p>	<p>25 years</p>	<p>By promotion from amongst the following staff—</p>	<p>For promotion—</p>
		<p>(a) Assistant Operator (Offset), (b) Assistant Machine Operator, (c) Prover;</p>	<p>(i) 5 years' service in the feeder post, (ii) Sound knowledge and practical experience in offset printing and ability to operate colour and multi-colour offset printing machine.</p>
		<p>If no suitable candidate is available for promotion, by direct recruitment.</p>	<p>For direct recruitment— (i) H.S.C. or equivalent.</p>
			<p>(ii) Sound knowledge and practical experience in offset printing and ability to operate colour and multi-colour offset printing machine.</p>
<p>35 Checker</p>		<p>By promotion from Assistant Checker'</p>	<p>For promotion—</p>
			<p>5 years' service in the feeder post.</p>
<p>36 Head Mechanic</p>		<p>By promotion from the Mechanic (Mech.)</p>	<p>Ditto.</p>

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For promotion—5 years' service in the feeder post.

By promotion from the Assistant Store Keeper.

37 Store Keeper (For Presses) 25 years

For direct recruitment—

If no suitable candidate is available for promotion, by direct recruitment.

(i) H.S.C. or equivalent.

(ii) Thorough knowledge of all sorts of paper, binding materials, printing stores, electrical goods, machine spare parts, etc.

(iii) Experience in maintaining stores a/c.

(iv) Ability to furnish security deposit of Tk. 1,000 (one thousand only).

38 Assistant Case Foreman

By transfer from Correction Checker or by promotion from Compositors.

For promotion—
3 years' service in the feeder post with sufficient knowledge of work & capacity to supervise the section.

39	Ludlow Operator	25 years	By promotion from Compositors	For promotion—3 years' service in the feeder post with experience in the line.
			If no suitable candidate is available for promotion, by direct recruitment.	For direct recruitment—
				(i) H.S.C. or equivalent.
				(ii) Must have sound knowledge and practical experience in the art and technic of display and composition and ability to operate Ludlow machine.
40	Type Foundry Foreman	25 years	By promotion from the Senior Compositors.	For promotion—5 years' service in the feeder post.
41	Retoucher	25 years.	By promotion from Plate Maker	For promotion—
			If no suitable candidate is available for promotion, by direct recruitment.	(i) 5 years' service in the feeder post.
				(ii) Must have ability in colour retouching and preparing and assembling film for plate making.
				(iii) Must pass a competency test.

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For direct recruitment—

- (i) H.S.C. or equivalent.
- (ii) Must have sound knowledge and sufficient practical experience in retouching originals and photographic negatives and positives and preparing and assembling the same for plate making. Experience in colour separation work will be preferred.

42 Proves**25 years**

By promotion from Assistant Operator (Offset).

- (i) 5 years' service in the feeder post.

If no suitable candidate is available for promotion, by direct recruitment,

- (ii) Must pass a competency test.

For direct recruitment—

- (i) H.S.C. or equivalent. Relaxable in case of suitable candidate, having S.S.C.
- (ii) Sound knowledge and practical experience in offset printing and ability to handle both hand and power driven offset proving machines.

43	Assistant Foreman	By promotion from amongst the Report writer/Machineman.	5 years' service in the feeder post.
44	Assistant Machine Foreman.	Ditto.	Ditto.
45	Electric Foreman	By promotion from Electrician/Mechanic	Ditto.
46	Correction Checker	By promotion from Compositors	Ditto.
47	Assistant Lino Mechanic	By transfer from the suitable staff of the same scale of pay with experience in the line.	
48	Asstt. Mono Mechanic	25 years	..	By transfer from Mono Caster. If no suitable candidate is available for promotion, by direct recruitment;	For promotion :—5 years' service in the feeder post.

For direct recruitment—

(i) S.S.C. or equivalent.
(ii) 5 years' experience in Mono Mechanism and component parts of Mono Machines.

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For promotion—
Must pass a competency test. With five years' service in case of (a) & 7 years service in case of (b).

By promotion from (a) Impositor/Distributor and (b) Type Supplier, in order of preference.
If no suitable candidate is available for promotion, by direct recruitment.

49 Compositor 25 years

For direct recruitment—

(i) H. S. C. or equivalent.

(ii) Must have sufficient practical experience and ability to give requisite output.

By transfer from the Mono Caster/Mono Supercaster. (transfer will be made on Seniority-cum-fitness basis).

50 Head Caster

By transfer from Mono Caster

51 Mono Super Caster

52	Mono Caster	25 years	By promotion from the following staff— Metal Melter/Roller Moulder. If no suitable candidate is available for promotion, by direct recruitment.	For promotion— 5 years' service in the feeder post.
53	Standing Forme Keeper	..	By promotion from Assistant Standing Forme Keeper.	For direct recruitment— (i) S.S.C. or equivalent. (ii) Practical experience in operating Mono Casting Machine.
54	Carpentry Foreman	..	By promotion from the Carpenters.	For promotion—5 years' service in the feeder post.
55	Type Store Keeper	..	By transfer from Standing Forme Keeper/Compositor.	Ditto.
56	Reviser		By transfer from Copyholders, through competitive test.	Ditto.

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	1	2	3	4	5
57	Copyholder	25 years	By direct recruitment	<i>For direct recruitment—</i> (i) H.S.C. or equivalent. (ii) Must be able to read well from the manuscript with correct pronunciation and accents. Departmental candidate will be given preference with requisite qualification.	
58	Assistant Cameraman	Do.	Ditto.	<i>For direct recruitment—</i> (i) S.S.C. or equivalent. (ii) Must have sound knowledge and practical experience in all types of process camera and enlarger and ability to produce negatives and positives for both colour and black and white works. Departmental candidate will be given preference with requisite qualification.	
59	Plate Maker	Do.	Ditto.	<i>For direct recruitment—</i> (i) S.S.C. or equivalent. (ii) Must have sound knowledge and sufficient practical experience in different process of plate making and must be able to prepare the chemicals.	

- 60 Moulder .. By promotion from (a) Saw and Routerman and (b) Carpenter, who are S.S.C. passed. For promotion —
- (i) 5 years' service in the feeder post.
(ii) Should have practical knowledge in mounting line and half-line block, for letter press printing.
- 61 (a) Assistant Operator 25 years By promotion from Machine Inkman (Offset). For promotion —
- (b) Assistant Machine Operator. If no suitable candidate is available for promotion, by direct recruitment.
- (i) 5 years' service in the feeder post.
(ii) Sound knowledge and practical experience in offset printing and ability to operate colour and multi-colour offset printing machine.
- For direct recruitment —
- (i) S.S.C. or equivalent.
(ii) Sound knowledge and practical experience in offset printing and ability to operate offset printing machine.
- 62 (a) Asstt. Binding Foreman. — By transfer from the following staff of the office concerned.
- (b) Asstt. Bindery Foreman. .. Report Writer/Binder (Transfer will be made on seniority *cum*-fitness basis).

1	2	3	4	5
63	Report Writer (Binding).	..	By transfer from Binders	..
64	Report Writer (Machine).	...	By transfer from Machineman	..
65	Assistant Checker	25 years	By direct recruitment	... For direct recruitment — (i) S.S.C. or equivalent. (ii) Sound knowledge in counting of paper and checking rejected sheet for bad printing or wrong numbering.
66	Machineman	...	By promotion from the following staff — (a) Machine Inkman (Offset). (b) Machine Inkman. (c) Forme Proof press Inkman.	For promotion — 5 years' service in the feeder post having practical knowledge on the subject.
67	Mechanic (Moch.)	25 years	By direct recruitment	For direct recruitment — (i) S.S.C. or equivalent. (ii) Sound knowledge and practical experience in overhauling, adjustment and repair of all sorts of printing, binding and other machines.

68	Mechanic (Electric)	25 years	By promotion from the trained Class IV employees.	<i>For promotion—</i>
			If no suitable candidate is available for promotion, by direct recruitment.	(i) 5 years' service in the feeder post with sound knowledge of the work.
				(ii) Must have at least B grade trade certificate from the competent authority.
				<i>For direct recruitment—</i> S.S.C. and (II), (III) and (IV) of serial No. 69, will be required also.
69	Electrician	Do.	By direct recruitment	<i>For direct recruitment—</i>
				(i) S.S.C. or equivalent.
				(ii) Thorough practical experience in all sorts of electrical work.
				(iii) Must possess a licence of competency.
				(iv) Must have at least 'B' grade trade certificate from the competent authority.

1	2	3	4	5
70	Envelope Making Machineman.		By transfer from Binder	
71	Envelope Cutting Machineman.		Ditto.	
72	Impositor	25 years	By promotion from the fol- lowing staff— Type Supplier/Forme Carrier.	<i>For promotion—</i> Having sound knowledge of Im- posing with five years' service in the feeder post. <i>For direct recruitment—</i> (i) S.S.C. (ii) Knowledge of distribution of vari- ous types and cases.
73	Distributor	Do.	By promotion from (a) Type Supplier, (b) Suitable class-IV employees in order of preference, if no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion—</i> Having sound knowledge of distri- bution of such work with 5 years' service in the feeder post. <i>For direct recruitment—</i> S.S.C. or equivalent.
74	Forme Proof Press Inkman.	..	By promotion from Forme Carrier	<i>For promotion—</i> 5 years' service in the feeder post.
75	Stereo Typer	..	By promotion from Stereo finisher/ finisher or by transfer from Stereo Plate Caster.	<i>For promotion—</i> 5 years' service in the feeder post.

- 76 Stereo Plate Caster 25 years
- By promotion from—
 (a) Stereo finisher/Finisher.
 (b) Suitable class IV employees,
 in order of preference.
- For promotion:—5 years' service in case of (a) and 7 years in case of (b) with practical experience in the trade.
- by direct recruitment. If no suitable candidate is available for promotion.
- For direct recruitment—
 (i) S.S.C. or equivalent.
 (ii) Must have sufficient practical experience in the trade.
- 77 Assistant Standing
 Forme Keeper.
- By transfer from the following staff—
 (a) Distributor
 (b) Impositor
- Or,
 By promotion from Type Supplier.
- For promotion—5 years' service in the feeder post.

78	Binder	25 years	By promotion from the following staff of the office concerned—	5 years' service in the feeder post.
			(a) Counter.	<i>For direct recruitment—</i>
			(b) Packer, if no suitable candidate is available, then by direct recruitment.	(i) S. S. C. or equivalent. (ii) Sound knowledge and practical experience in Binding work.
79	Machine Inkman	..	By promotion from the following employees—	<i>For promotion—</i>
			(a) Forme proof Pressman/Proof Pressman.	3 years' service in case of (a) &
			(b) Forme Carrier/Forme washer.	5 years. service in case of (b).
80	(b) Machine Inkman (Offset).	25 years.	By promotion from the following employees—	<i>For promotion—</i>
			(a) Forme Proof Pressman/Proof Pressman.	5 years' service in the feeder post with practical experience in the trade.
			(b) Forme Carrier/Forme Washer in order of preference.	<i>For direct recruitment—</i>
			If no suitable candidate is available, by direct recruitment.	(i) S. S. C. or equivalent. (ii) Sound knowledge and practical experience in all sorts of printing machines and ability to give out good output.

1	Roller Moulder	Do.	By promotion from the suitable Class IV employees or by direct recruitment if no suitable candidate is available.	For promotion—5 years' service in the feeder post with experience in the line. For direct recruitment— S. S. C. or equivalent
82	Carpenter	Do.	By promotion from the trained Class IV employees or by direct recruitment if no suitable candidate is available.	For promotion—5 years' service in the feeder post with experience in the line. For direct recruitment— (i) S. S. C. or equivalent/ (ii) Practical knowledge and experience of carpentry.
83	Graining Machineman	Do.	By direct recruitment	For direct recruitment— (i) S.S.C. or equivalent. (ii) Must have practical experience in the line.
84	Saw and Routerman	Do.	Ditto.	For direct recruitment— (i) S.S.C. or equivalent. (ii) Practical knowledge of block routing machine. Departmental candidate will be given preference having requisite qualification for the post.

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85	Pumpman	25 years	By direct recruitment.	(i) Read up to Class-VIII. Departmental candidates will be given preference. (ii) Must have sufficient practical experience in operating the water pump-Machines. <i>For promotion—</i> 5 years' service in the feeder post. <i>For direct recruitment—</i> (i) S.S.C. or equivalent (ii) Practical knowledge of Forme Proof Press and ability to print on the machine. <i>For promotion—</i> 6 years' service in the feeder post with knowledge of Type Supplying work. <i>For direct recruitment—</i> Read up to Class-VIII.
86	(a) Forme Proof Pressman/ Proof Pressman.	Do ₃	By promotion from amongst the following staff— Forme Carrier/Forme washer. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion—</i> Practical experience in carrying Forme with 5 years' service in the feeder post. For direct recruitment—Read up to Class-VIII. Preference will be given to S.S.C. passed.
87	Type Supplier	Do ₄	Ditto	
88	Forme Carrier	Do.	By promotion from suitable class IV employees. If no suitable candidate is available then by direct recruitment.	

39	Forme Washer	..	Do.	By promotion from suitable class IV employees.	<i>For promotion</i> —5 years' service in the feeder post.
<i>For direct recruitment</i> —					
If no suitable candidate is available for promotion, by direct recruitment.					
<ul style="list-style-type: none"> (i) Read up to Class-VIII. Preference will be given to S.S.C. passed (ii) Must be strong and healthy. (iii) Practical experience in Forme Washing. 					
90	Metal Melter	Do.		By promotion from the suitable Class IV employees. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion</i> —5 years service in the feeder post.
<i>For direct recruitment</i> —Read up to Class-VIII. Preference will be given to S. S. C. passed.					
91	(a) Sterio Finisher (b) Finisher	Do.		By promotion from the trained employees. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion</i> —5 years' experience in the Sterio plate making and other job.
<i>For direct recruitment</i> —					
<ul style="list-style-type: none"> (i) Read up to Class VIII. Preference will be given to S. S. C. passed. (ii) Practical knowledge of the work. 					

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92 (a) Counter (For presses) 25 years. - By promotion from suitable Class IV employees of the office concerned.
 (b) Packer, -

For promotion—

5 years' service in the feeder post.

If no suitable candidate is available for promotion, by direct recruitment.

For direct recruitment—

(i) S.S.C. or equivalent.

(ii) Knowledge and experience in paper counting and packing.

By direct recruitment.

Read up to class VIII.

93. Porter (For presses) Do.

By order of the President

MD. SHAMSUL HAQUE CHISHTY
 Secretary.