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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
PRESIDENT'S SECRETARIAT

Cabinet Division

NOTIFICATION

Dhaka, the 25th March 1985

No. S.R.O. 147-L/85.—In exercise of the powers conferred by section 21 of the Chittagong Hill Tracts Development Board Ordinance, 1976 (LXXVII of 1976), the Government is pleased to make the following rules, namely:—

THE OFFICERS AND STAFF (CHITTAGONG HILL TRACTS DEVELOPMENT BOARD) RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called the Officers and Staff (Chittagong Hill Tracts Development Board) Recruitment Rules, 1985.

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

- (a) "appointing authority" means the Chairman, or the Vice-Chairman or the Member-Administration of the Board authorised by the Board to make appointment to such post or class of posts;
- (b) "probationer" means a person appointed on probation to a specified post;
- (c) "recognised Board" means 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 purposes of these rules;

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- (d) "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 to be recognised University for the purposes of these rules ;
- (e) "requisite qualification" in relation to a specified post, means the qualification laid down in the schedule in relation to that post;
- (f) "schedule" means the schedule annexed to these rules ; and
- (g) "specified post" means a post specified in the Schedule.

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.

(3) Notwithstanding anything contained in these rules, the Government may, in consideration of experience and merit and on the recommendation of the Board, relax, in any exceptional case to such extent and subject to such conditions, if any, as it may deem fit, any of the requirement of these rules.

4. **Appointment by direct recruitment.**—(1) No appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Selection Committee of the Board as constituted in accordance with the Service Rules of the Chittagong Hill Tracts Development Board.

(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 ; and
- (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 Civil Surgeon or a Medical Board or a doctor nominated by the Board 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 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 Board.

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

- (a) he applied in such form, accompanied by such fee, if any and before such date, as was notified by the Board while inviting application 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 on the recommendation of the Selection Committee constituted in accordance with the Service Rules of the Board.

(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 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, and 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 are 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 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.

## SCHEDULE

Sl. No.	Name of the post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experiences.
1	2	3	4	5
1	Member—Administration	..	By transfer on deputation from cadre service.	..
2	Member—Planning	..	Ditto	..
3	Member—Finance	..	Ditto	..
4	Member—Implementation	..	By transfer on deputation of a senior tribal officer from Government department.	..
5	Executive Engineer (Civil)	..	By transfer on deputation from Power and Water Development Board (P.W.D.).	..
6	Assistant Secretary (Administration).	..	By transfer on deputation from cadre service or on promotion from Administrative Officer of the Board and if no suitable candidate is available, by direct recruitment.	(a) <i>For promotion:</i> At least graduation degree from a recognised University with, at least 8 years' experience as Administrative Officer. (b) <i>For direct recruitment:</i> At least 2nd class Master degree with Honours or 2nd class Graduation degree from a recognised University with 2 years' experience in administrative line in any Government or Semi-Government Office or in autonomous Bodies.

7 Research Officer  
(Agriculture).

By promotion from Assistant Research Officer and if no suitable candidate is available for promotion, by direct recruitment.

(a) For promotion: At least 5 years' experience as Assistant Research Officer.

(b) For direct recruitment:

- (i) 1st Class Master Degree or 2nd Class Master Degree with Honours in Economics or Statistics from a recognised University;

OR

- (ii) At least 2nd Class Graduation Degree from a recognised University with 3 years' experience in Research work in Government or Semi-Government Offices or Autonomous Organisation.

8 Planning Officer

.. Between 20—30 years.  
By promotion from amongst Assistant Planning Officer and from Planning Assistants. If no suitable candidate is available for promotion, by direct recruitment.

(a) For promotion: At least 5 years' experience as Assistant Planning Officer or 10 years experience as Planning Assistant.

(b) For direct recruitment:

- (i) 1st Class Master Degree or 2nd Class Master Degree with Honours in Economics or Statistics from a recognised University;

OR

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(ii) At least 2nd Class Graduation degree from a recognised University with 3 years' experience in Planning line in Government and Semi-Government Offices or Autonomous Organisations.

9 Public Relation Officer .. Between 20—30 years.  
By promotion from amongst Administrative Officer, Assistant Research Officer and Assistant Planning Officer. If no suitable candidate is available for promotion, by direct recruitment.

(a) *For promotion* : At least 5 years' experience as Administrative Officer, Assistant Research Officer or Assistant Planning Officer.

(b) *For direct recruitment* : At least 2nd Class Master Degree in Journalism from a recognised University or 2nd Class Bachelor Degree with 3 years' practical experience in the line.

10 Agriculture Officer .. Between 20—30 years.  
By direct recruitment .. *For direct recruitment*: At least 2nd Class B.Ag. (Agril) from a recognised University.

11 Assistant Engineer (Civil) Ditto .. By promotion from amongst Sub-Assistant Engineers (Civil) of the Board. If no suitable candidate is available for promotion, by direct recruitment.  
(a) *For promotion*: At least 8 years' experience as Sub-Assistant Engineer (Civil) with minimum qualification of diploma in Civil Engineering.

(b) *For direct recruitment:* At least B.Sc. in Civil Engineering from a recognised University.

(a) *For promotion:* At least a graduation degree from a recognised University with at least 10 years' experience as Accountant, U. D. Assistant.

(b) *For direct recruitment:* At least a Master degree in Accounting with Honours from a recognised University.

(a) *For promotion:* At least 10 years' experience as Head Assistant or Senior U.D. Assistant or Stenographer.

(b) *For direct recruitment:* At least 2nd Class Bachelor Degree from a recognised University.

(a) *For promotion:* At least 7 years' experience as Research Assistant.

(b) *For direct recruitment:* At least 2nd Class Honours in Economics or Statistics from a recognised University.

*For promotion:* By promotion from amongst the Accountants and Upper Division Assistants of the Board. If no suitable candidate is available for promotion, by direct recruitment.

*For direct recruitment:* Between 22—30 years.

Between 22—30 years. By promotion from amongst Head Assistant/Senior U. D. Assistant or Stenographer of the Board. If no suitable candidate is available for promotion, by direct recruitment.

By promotion from amongst Research Assistant of the Board. If no suitable candidate is available for promotion, by direct recruitment.

12 Accounts Officer

13 Administrative Officer

14 Assistant Research Officer

Ditto

1	2	3	4	5
15	Assistant Planning Officer	Between 22—30 years.	By direct recruitment or promotion from amongst Planning Assistant. If no suitable candidate is found for promotion, by direct recruitment.	<p>(a) <i>For promotion:</i> At least 7 years' experience as Research Assistant.</p> <p>(b) <i>For direct recruitment:</i> At least 2nd Class Honours in Economics or Statistics from a recognised University.</p>
16	Office Superintendent	Ditto	By promotion from amongst Head Assistant or Senior U.D. Assistant or Stenographer of the Board. If no suitable candidate is available for promotion, by direct recruitment.	<p>(a) <i>For promotion:</i> At least 10 years' experience as Head Assistant or Senior U.D. Assistant or Stenographer.</p> <p>(b) <i>For direct recruitment:</i> Second Class Bachelor Degree from a recognised University.</p>
17	Sub-Assistant Engineer (Civil).	Between 18—27 years.	By direct recruitment	<p><i>For direct recruitment:</i> Diploma in Engineering (Civil) from any Institute recognised by the Government.</p>
18	Estate Inspector	Between 22—30 years.	Ditto	<p><i>For direct recruitment:</i> At least Diploma in Engineering.</p>
19	Planning Assistant	Ditto	By promotion from amongst U.D. Assistant or Project Assistant of the Board. If no suitable candidate for promotion is available, by direct recruitment.	<p>(a) <i>For promotion:</i> At least 7 years' experience as U.D. Assistant.</p> <p>(b) <i>For direct recruitment:</i> At least Bachelor Degree from a recognised University.</p>



20	Head Assistant	Between 18—27 years.	By promotion from amongst U.D. Assistant of the Board, if no suitable candidate for promotion is available, by direct recruitment.	(a) <i>For promotion:</i> At least 7 years' experience as U.D. Assistant. (b) <i>For direct recruitment:</i> At least Bachelor Degree from a recognised University.
21	Stenographer	Ditto	By promotion amongst Steno-Typist of the Board or by direct recruitment.	(a) <i>For promotion:</i> At least 7 years' experience as Steno-typist with diploma in shorthand. (b) <i>For direct recruitment:</i> At least minimum speed of 100 words in short-hand and 30 words in English and Bengali respectively with academic qualification of Bachelor Degree from a recognised University.
22	Accountant	Ditto	By promotion from amongst the Accounts Assistant or U.D. Assistant or by direct recruitment if no suitable candidate for promotion is found.	(a) <i>For promotion:</i> At least 8 years' experience as Accounts Assistant or U.D. Assistant. (b) <i>For direct recruitment:</i> At least Graduation Degree in Commerce with Accounting from a recognised University.
23	Auditor	Ditto	By transfer on deputation from Accountant General's Office or promotion from amongst U.D. Assistant. If no suitable candidate is available for promotion, by direct recruitment.	(a) <i>For promotion:</i> At least 8 years' experience as U.D. Assistant or Lower Division Assistant in the line with practical experience. (b) <i>For direct recruitment:</i> At least 2nd Class Graduation degree in Commerce from a recognised University.

1	2	3	4	5
24	Upper Division Assistant	Between 18—27 years.	By promotion from amongst Lower Division Assistant or by direct recruitment if no suitable candidate for promotion is available.	(a) <i>For promotion:</i> At least 8 years' experience as Lower Division Assistant. (b) <i>For direct recruitment:</i> Bachelor degree from a recognised University.
25	Nazir	Ditto	By promotion from amongst Lower Division Assistant or by direct recruitment, if no suitable candidate for promotion is available.	(a) <i>For promotion:</i> At least 8 years' experience as Lower Division Assistant. (b) <i>For direct recruitment:</i> At least graduation degree from any recognised University.
26	Steno-Typist	Ditto	By direct recruitment or on promotion from amongst typist.	(a) <i>For promotion:</i> At least 5 years' experience as Typist with requisite qualification of Shorthand and Typing. (b) <i>For direct recruitment:</i> At least minimum speed of 100 words in shorthand and typing speed of 30 words in English and Bengali respectively with academic qualification of at least Higher Secondary Certificate.
27	Accounts Assistant	Ditto	By direct recruitment	At least Higher Secondary Certificate in Commerce from a recognised Board.

28	Lower Division Assistant- cum-Typist.	Ditto	Ditto	At least Higher Secondary Certificate with minimum typing speed of 35 and 25 words in English and Bengali respectively.
29	Work Assistant	Ditto	Ditto	Secondary School Certificate with 2 years' practical experience in the line or Higher Secondary Certificate.
30	Tracer/Draftsman	Ditto	Ditto	At least Secondary School Certificate with 2 years' practical experience in the line.
31	Cashier-cum-Rent Collector	Ditto	Ditto	At least Secondary School Certificate with 2 years' practical experience in cash handling or Higher Secondary Certificate.
32	Surveyor	Ditto	Ditto	Secondary School Certificate with 2 years' practical survey training experience.
33	Mechanic/Electrician	Ditto	Ditto	Secondary School Certificate with Automobile/Mechanical course of 3 years' training course in the line.
34	Jeep Driver	Not exceeding 35 years.	Ditto	Class VIII with 3 years' practical experience with valid licence.
35	OBM Operator	Ditto	Ditto	Class VIII with 3 years' practical experience.
36	Gestetner Operator	Ditto	Ditto	Class VIII with 3 years' practical experience in handling and maintaining of Gestetner Duplicating machine.

1	2	3	4	5
37	Mason	Not exceeding 35 years.	By direct recruitment	Class VIII with 3 years' practical experience in masonry.
38	Blue Printer	Ditto	Ditto	Class VIII with 3 years' practical experience in Blue Printing.
39	Carpenter	Ditto	Ditto	Class VIII with 3 years' experience <sup>e</sup> in carpentry.
40	Care-Taker-cum-Store Keeper.	Between 18—27 years.	Ditto	Secondary School Certificate with 2 years' experience in the Management of Rest House and Maintenance of Stores.
41	Pump Driver	Not exceeding 35 years.	Ditto	Class VIII with 2 years' experience in driving and handling of deep pump machine having Certificate from reputed firm.
42	Head Cook	Ditto	Ditto	Class V with 3 years' experience in cooking both home and overseas style.
43	MLSS/Corried/Cleaner	Ditto	Ditto	Class VIII with experience in riding bi-cycle.
44	Sweeper	Ditto	Ditto	Class V.

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