

The  
**Bangladesh**  **Gazette**  
**Extraordinary**  
**Published by Authority**

---

TUESDAY, APRIL 30, 1985

---

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

Education Division

NOTIFICATION

Dhaka, the 30th April, 1985

**No. S.R.O. 204-L/85.**—In pursuance of the Proclamation of the 24th March, 1982 and in exercise of all powers enabling him in that behalf, the President, after consultation with the Bangladesh Public Service Commission, is pleased to make the following rules, namely :—

**THE NATIONAL INSTITUTE OF EDUCATIONAL ADMINISTRATION, EXTENSION AND RESEARCH (OFFICERS AND STAFF) RECRUITMENT RULES, 1985.**

1. **Short title.**—These rules may be called The National Institute of Educational Administration, Extension and Research (Officers and Staff) Recruitment Rules, 1985.

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) "probationer" means a person appointed on probation to a specified post ;

- (d) "recognised University" means a University established 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;
- (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 and instructions relating to reservation 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) No appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Commission or Selection Board as the case may be.

(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, or domiciled in, Bangladesh; and
- (b) is married, 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 in the case of a gazetted officer by a Medical Board set-up for the purpose by the Director-General of Health Services and in the case of a non-gazetted employee by a Civil Surgeon, 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 that 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 on the recommendation of the Superior Selection Board or such Departmental Promotion Committee as the Government may constitute in this behalf:

Provided that appointment by promotion to a specified post of higher class shall be made on the recommendation of the Public Service 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 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 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 passed such examination and had undergone such training as the Government may, from time to time, direct.

## SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Senior Member Directing Staff.		(i) 50% by promotion from amongst the Members Directing Staff.  <i>Or,</i>  By transfer on deputation from equivalent posts; and  (ii) 50% by direct recruitment.	<i>For promotion:</i> 3 years' experience in the feeder posts.
		Maximum 40 years, relaxable up to 5 years for Government servants.		
			<i>For direct recruitment:</i>	
				1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in a major subject in Arts, Science, Social Science and Commerce. Preference will be given to candidates having Doctorate Degree.
				<i>Or,</i>
				Doctorate Degree with First Class Master's Degree in Education.
				2. Minimum Second Class Degree/Diploma in Education.

**.2 Member Directing Staff.**

3. Quality publications.

4. Ten years' teaching experience at College/University/Institute level.

*For promotion* : 5 years' service in the feeder post.  
(i) 80% by promotion from amongst the Specialistists.

*Or,*

By transfer on deputation from equivalent posts; and

Maximum 35 years, relaxable up to 5 years for Government servants.

(ii) 20% by direct recruitment.

*For direct recruitment* :

A. Educational Management and Administration :

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in a major subject in Arts, Science, Social Science or Commerce. Preference will be given to the candidates having Doctorate Degree.

2. Minimum Eight years' teaching experience at College/University/Institute-level. Teaching experience in a Teachers' Training Institution will be treated as additional qualification.

3. Diploma/Degree in Education Administration will be treated as additional qualification.

1

2

3

4

5

**B. Educational Planning, Finance and Statistics :**

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Economics, Statistics or Commerce. Preference will be given to the candidates having Doctorate Degree.
2. Minimum eight years' teaching experience at College/University/Institute level. Teaching experience in a Teachers' Training Institution will be treated as additional qualification.

**C. Behavioural Science :**

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Psychology.

*Or,*

Post graduate diploma or degree in the Psychology of adult learning with at least a Second Class Master's Degree with Second Class Honours in a Social Science subject. Preference will be given to the candidates having Doctorate Degree.

2. Minimum eight years' teaching experience at College/University/Institute level. Teaching experience in a Teachers' Training Institution will be treated as additional qualification.

**D. Research and Development :**

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in a major subject in Arts, Science, Social Science or Commerce.

*Or,*

First Class Master's Degree in Education with First Class Bachelor's Degree in Education.

2. Preference will be given to the candidates having Doctorate Degree.
3. Minimum eight years' teaching experience at College/University/Institute level. Teaching experience in a Teachers' Training Institution will be treated as additional qualification.

**E. Social Studies, Language and Science:**

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in the relevant subject. Preference will be given to the candidates having Doctorate Degree.

1

2

3

4

5

2. Minimum Second Class Degree/  
Diploma in Education.

3. Minimum eight years' teaching  
experience at College/University/  
Institute level. Teaching experience  
in a Teachers' Training Institution  
will be treated as additional  
qualification.

**F. Vocational Subjects :**

(i) *Commerce :*

1. First Class Master's Degree or  
Second Class Master's Degree  
with Second Class Honours in  
Commerce. Preference will be  
given to the candidates having  
Doctorate Degree.

2. Minimum Second Class Degree/  
Diploma in Education.

3. Minimum eight years' teaching  
experience at College/Univer-  
sity/Institute level. Teaching  
experience in a Teachers'  
Training Institution will be  
treated as additional qualifica-  
tion.

(ii) *Industrial Arts :*

1. Bachelor of Science in Engi-  
neering or Bachelor of Science  
(Technical).



2. Minimum eight years' experience in teaching.

*Or,*

1. Diploma in Engineering.
2. Minimum Second Class Master's Degree in Education.
3. Knowledge of such vocational subjects as wood work, metal work, Book-Binding, Cane work, Bamboo work, etc.
4. Minimum eight years' teaching experience at College/University/Institute level. Teaching experience in a Teachers' Training Institution will be treated as additional qualification in wood work, metal work and allied discipline.

(iii) *Agriculture :*

1. Minimum Second Class Master's Degree in Agriculture with Second Class Bachelors' Degree in Agriculture.
2. Minimum Second Class Master's Degree in Education.
3. Minimum eight years' teaching experience at College/University/Institute level. Teaching experience in a Teachers' Training Institution will be treated as additional qualification.

1	2	3	4	5
3	Specialist	30 years, relaxable up to 5 years for Government servants.	<p>By direct recruitment</p> <p style="text-align: center;"><i>Or,</i></p> <p>By transfer on deputation from equivalent posts.</p>	<p><i>For direct recruitment :</i></p> <p><b>A. Educational Management and Administration, Office and Personnel Management, Programming and Operation Research :</b></p> <ol style="list-style-type: none"> <li>1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in a major subject in Arts, Science, Social Science or Commerce.</li> <li>2. Minimum five years' teaching experience at College/University/Institute level.</li> </ol> <p><b>B. Planning :</b></p> <ol style="list-style-type: none"> <li>1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Economics or Statistics.</li> <li>2. Minimum five years' teaching experience at College/University/Institute level.</li> </ol> <p><b>C. Finance and Statistics :</b></p> <ol style="list-style-type: none"> <li>1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Economics, Statistics or Commerce.</li> </ol>

2. Minimum five years' teaching experience at College/University/Institute level.

**D. Psychology :**

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Psychology.
2. Minimum five years' teaching experience at College/University/Institute level.

**E. Adult Learning :**

1. First Class Master's Degree with Second Class Honours in Philosophy, Adult Education, Sociology. Preference will be given to candidates having post-graduate Diploma/Degree in the Psychology of adult learning.

2. Minimum five years' teaching experience at College/University/Institute level.

**F. Research :**

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in a major subject in Arts, Science, Social Science or Commerce.

1

2

3

4

5

*Or,*  
First Class Master's Degree in Education with First Class Bachelor's Degree in Education along with minimum Second Class/Division Bachelor's degree in Arts, Science or Commerce.

2. Minimum five years' teaching experience at College/University/Institute level.

G. Physics, Chemistry, Biology, Mathematics, Bengali, English, History, Geography, Political Science, Economics :

1. First Class Master's Degree or Second Class Master's Degree with Second Class Honours in the relevant subject.

2. Minimum Second Class Degree/Diploma in Education.

3. Minimum five years' teaching experience at College/University/Institute level.

H. Vocational Subject :

1. *Commerce* :

(i) Second Class Master's Degree with Second Class Honours in Commerce.

- (ii) Minimum Second Class Bachelor's Degree/Diploma in Education.
  - (iii) Minimum five years' teaching experience at College/University/Institute level.
2. *Industrial Arts* :
- (i) Bachelor of Science in Engineering or Bachelor of Science (Technical).
  - (ii) 5 years' experience in teaching.  
*Or,*
  - (i) Diploma in Engineering.
  - (ii) Minimum Second Class Bachelor's Degree/Diploma in Education.
  - (iii) Minimum five years' teaching experience at College/Institute level in wood work, metal work and allied discipline.
3. *Agriculture* :
- (i) First Class Master's Degree in Agriculture with Minimum Second Class Bachelor's Degree in Agriculture.
  - (ii) Minimum Second Class Bachelor's Degree/Diploma in Education.
  - (iii) Minimum five years' teaching experience at College/Institute level.

1 2

3

4

5

## 4 Assistant Librarian

By promotion from amongst cataloguers. If no suitable candidate is available, by direct recruitment.

*For promotion* : Three years' experience in the feeder post.

Not exceeding 27 years, relaxable up to 5 years for Government servants.

*For direct recruitment* :

- (i) Bachelor's Degree.
- (ii) Diploma in Library Science.

## 5 Cataloguer

By promotion from amongst Library Assistants. If no suitable candidate is available, by direct recruitment.

*For promotion* : 3 years' experience in the feeder post.

18—25 years, relaxable up to 5 years for Government servants.

*For direct recruitment* :

- (i) Higher Secondary School Certificate or its equivalent;
- (ii) Certificate Course in Library Science;
- (iii) Typing skill at the speed of 25 words per minute (for both in Bengali and English);

## 6 Library Assistant

18—25 years

By direct recruitment

- (i) Higher Secondary School Certificate or its equivalent;
- (ii) Certificate in Library Science;
- (iii) Typing skill at the speed of 25 words per minute (for both in Bengali and English).

7	Accountant	18—25 years, relaxable up to 30 years for experienced departmental candidates.	By direct recruitment	Higher Secondary School Certificate preferably in Commerce group or its equivalent.
8	Cameraman	18—25 years	By direct recruitment	Secondary School Certificate in Science group with the technical training/knowledge of relevant field for handling all types of cameras including movie camera with a knowledge of developing photos.
9	Offset Machine Operator.	18—25 years	By direct recruitment	Secondary School Certificate with two years' experience of operating the offset machine.
10	Cashier	18—25 years	By direct recruitment	Higher Secondary School Certificate preferably in Commerce Group or its equivalent—should be able to furnish security bond as per rule.
11	Record Keeper	18—25 years	By direct recruitment	Higher Secondary School Certificate or its equivalent.
12	Electrician	18—25 years	By direct recruitment	Secondary School Certificate with Licence in Electrical Trade or Two years' Certificate Trade Course from Bangladesh Technical Education Board.
13	Projector-Operator	18—25 years	By direct recruitment	Secondary School Certificate preferably in Science Group with sound knowledge in operating projector.
14	Duplicating Machine Operator.	18—25 years	By direct recruitment	Read up to Class VIII with necessary skill in operating duplicating machine.

1	2	3	4	5
15	Driver	Not exceeding 30 years	By direct recruitment	Read up to Class VIII—must possess valid motor-car driving Licence with three years' practical experience.  <i>For promotion</i> : Three years' experience in the feeder post.
16	Cash-Sarker	18—25 years	By promotion from MLSS, if no suitable candidate is available for promotion, by direct recruitment.	<i>For direct recruitment</i> : Read up to Class VIII with experience in the line.
17	Book-Sorter	18—25 years	By promotion from MLSS, if no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion</i> : Three years' service in the feeder post.
18	Despatch Rider	18—25 years	By promotion from MLSS, if no suitable candidate is available for promotion, by direct recruitment.	<i>For direct recruitment</i> : Read up to Class VIII with three years' experience in the line.  <i>For promotion</i> : 3 years' service in the feeder post—must possess valid motor-cycle driving Licence.
19	Assistant Cook	18—25 years	By direct recruitment	<i>For direct recruitment</i> : Read up to Class VIII—must possess valid motor-cycle driving Licence.  <i>For direct recruitment</i> : Read up to Class VIII with practical experience in cooking.



20	Guard	18—25 years	By direct recruitment	<i>For direct recruitment</i> : Read up to Class VIII with sound physique.
21	(a) Hostel Bearer (b) Mali (c) MLSS,	18—25 years	By direct recruitment	<i>For direct recruitment</i> : Read up to Class VIII.
22	Sweeper	18—25 years	By direct recruitment	<i>For direct recruitment</i> : Read up to Class VIII.  Or, Professional Sweeper.

(N.B.—Recruitment rules of Stenographers, Stenotypist, UDA, LDA-cum-Typists will be as per recruitment rules of the said posts (Ministries/Divisions and attached Departments) published in the *Bangladesh Gazette*, S.R.O. No. 109L, dated 16-5-1978).

By order of the President  
Q. J. AHMED  
Secretary.