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

Section-SW-II

NOTIFICATION

Dhaka, the 4th July, 1985

No. S.R.O. 320-L/85.—In pursuance of the Proclamation of the 24th March, 1982, and in exercise of all powers enabling him in that behalf, and in supersession of the Non-Gazetted Employees (Directorate of Staff Welfare) Recruitment Rules, 1980, the President, after consultation with Bangladesh Public Service Commission, is pleased to make the following rules, namely:—

THE NON-GAZETTED EMPLOYEES (GOVERNMENT EMPLOYEES WELFARE DIRECTORATE) RECRUITMENT RULES, 1985.

1. Short title.—These rules may be called The Non-Gazetted Employees (Government Employees Welfare Directorate) Recruitment Rules, 1985.

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

- (a) "appointing authority" means the Director of the Government Employees Welfare Directorate and includes, in relation to any specified post, any officer authorised by the Director, with the approval of the Government, to make appointment to such post;
- (b) "Commission" means the Bangladesh Public Service Commission;
- (c) "Directorate" means the Government Employees Welfare Directorate under the Ministry of Establishment;

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- (d) "probationer" means a person appointed on probation to a specified post ;
- (e) "recognised University or Board" means a University or Board established by or under any law for the time being in force and includes any other University or Board declared by the Government, after consultation with the Commission, to be a recognised University or Board for the purpose of these rules ;
- (f) "requisite qualification", in relation to a specified post, means the qualifications laid down in the Schedule in relation to that post ;
- (g) "Schedule" means the Schedule annexed to these rules ; and
- (h) "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 ; or
- (b) by promotion.

(2) No person shall be appointed to a specified post unless he has the requisite qualifications and, in the case of direct recruitment, he is also within the age limit prescribed by the Government 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.

(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, without previous permission of the Government.

(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 officer not below the rank of 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 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.

5. **Appointment by promotion.**—(1) Appointment by promotion to a specified post shall be made by the appointing authority on the recommendation of the Commission where promotions made from a lower class of post and in other cases on the recommendation of such Departmental Promotion Committee as the Government may constitute in this behalf.

(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 the conduct and work of the probationer 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 passes such examination and undergoes such training as the Government may, from time to time, prescribe.

7. **Security.**—Notwithstanding anything contained in the foregoing rules, a person selected for appointment to the post specified against serial number 6 in column 1 of the Schedule shall not be appointed to that post until he furnishes a security deposit or an indemnity bond or both for such amount and in such manner as the Government may direct.

THE SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Assistant Welfare Officer (Tk. 425—1035)	25 years	By promotion from amongst the Upper Division Assistants and Stenographer. If none is found suitable for promotion, by direct recruitment.	(a) <i>For promotion.</i> —At least four years' experience as Upper Division Assistant or Stenographer. (b) <i>For direct recruitment.</i> —Bachelor's degree from a recognised University, preferably with Social Welfare as one of the subjects and welfare activity as Additional qualification.
2	Upper Division Assistant (Tk. 400—825)	Do.	By promotion from amongst the Typist-cum-Lower Division Assistants.	Five years' service as Typist-cum-Lower Division Assistant.
3	Stenographer Steno-typist	..	As per recruitment rules published under notification No. SRO-109-L/78/ED (SW-III)-3-18/78-128, dated 16-5-1978.	..
4	Librarian (Tk. 400—825)	25 years	By direct recruitment	Bachelor's degree with Diploma in Library Science from a recognised University. Preference will be given to a candidate with experience in the line.

5	Accountant (Tk. 400—825)	Do.	By promotion from amongst the Cashiers. If no suitable candidate is available for promotion, by direct recruitment.	(a) <i>For promotion.</i> —Three years' service as Cashier. (b) <i>For direct recruitment.</i> —Bachelor's degree in commerce from a recognised University. Preference will be given to a candidate with experience in accounts work.
6	Cashier (Tk. 370—745)	25 years	By direct recruitment	Bachelor's degree from a recognised University. Preference will be given to a candidate having experience in handling cash in any organisation and ability to furnish prescribed security deposits.
7	Typist-cum-Lower Division Assistant. (Tk. 300—540)	Do.	By direct recruitment	Higher Secondary Certificate from a recognised Board with a typing speed of 30 words per minute in English and 20 words in Bengali.
8	Store Keeper (Tk. 300—540)	Do.	By direct recruitment	At least Higher Secondary Certificate from a recognised Board. Preferably with experience in the line.
9	Driver (Tk. 325—610)	Do.	By direct recruitment	At least Class VIII passed. He must have valid driving licence for heavy vehicle.
10	Despatch Rider (Tk. 250—360)	Do.	By promotion from amongst the M.L.S.S.	At least five years' service as M.L.S.S. with valid motor cycle driving licence.
11	Duplicating Machine Operator. (Tk. 250—360)	Do.	By promotion from amongst the M.L.S.S. If no suitable candidate is available for promotion, by direct recruitment.	(a) <i>For promotion.</i> —At least five years' service as M.L.S.S. with experience of operating duplicating machines. (b) <i>For direct recruitment.</i> —Read up to Class VIII having three years' experience in operating duplicating machines.

1	2	3	4	5
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| 12 | Dattfry
(Tk. 240—345) | .. | By promotion from amongst the M.L.S.S. | At least three years' service as M.L.S.S. |
| 13 | Cash Sarker
(Tk. 240—345) | 25 years | By promotion from amongst the M.L.S.S. or when none is found suitable for promotion, by direct recruitment. | (a) <i>For promotion.</i> —At least three years' service as M.L.S.S. Preference will be given to one having experience in the line.

(b) <i>For direct recruitment.</i> —Read up to Class VIII passed with three years' experience in the line. |
| 14 | M.L.S.S.
(Tk. 225—315) | Do. | By direct recruitment | Read up to Class VIII passed and must have good physique. |

By order of the President

MD. SHAMSUL HAQUE CHISTY
Secretary.