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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF LAW AND JUSTICE

Section V

NOTIFICATION

Dhaka, the 6th July 1985

No. S. R. O. 357-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 OFFICERS AND STAFF (MINISTRY OF LAW AND JUSTICE)
RECRUITMENT RULES, 1985

1. **Short title.**—These rules may be called The Officers and Staff (Ministry of Law and Justice) 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 a specified post or class of such posts, an 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 against a substantive vacancy;

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- (d) "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 Education Board declared by the Government, after consultation with the Commission, to be a recognised Board for the purposes of these Rules;
- (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, after consultation with the Commission, to be a recognised University for the purposes of these Rules;
- (f) "requisite qualification", in relation to a specified post, means the qualification 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 qualification and, in the case of direct recruitment, he is also within the age limit laid down in the Schedule for that post:

Provided that the age limit may be relaxed in the case of a person who has already been appointed to a specified post on *ad hoc* basis by such period as he may have been substantively holding that post continuously as an *ad hoc* appointee.

4. **Appointment by direct recruitment.**—(1) Subject to the provisions of the Bangladesh Public Service (Consultation) Regulation, 1979, no appointment to a specified post by direct recruitment shall unless otherwise provided in these rules, 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 or a permanent resident of, or domiciled in, Bangladesh; or
- (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 General of Health Services or, as the case may be, by a Medical Officer authorised by him that he is 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 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 were notified by the Commission while inviting applications for that 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.**—Appointment by promotion to a specified post shall be made on the recommendation of such Departmental Promotion Committee as the Government may constitute in this behalf:

Provided that appointment by promotion to a specified post of a higher class shall, except in the case of the specified posts mentioned in serial number 17 of the Schedule, be made on the recommendation of the Commission.

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 his appointment against the substantive vacancy; 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 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 the 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 the 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.

Explanation.—The period of probation of a probationer shall be deemed to have been extended if no order under this sub-rule is made.

(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, direct.

7. **Repeal.**—The Gazetted Officers (Ministry of Law and Parliamentary Affairs) Recruitment Rules, 1979, are hereby *repealed*.

SCHEDULE

[See rule 2(g)]

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Translation Officer ..	Not exceeding 25 years.	By promotion from amongst the Assistant Translation Officers and, if no suitable candidate is available for promotion, by direct recruitment.	<p><i>For promotion:</i> 7 years' service in the feeder post.</p> <p><i>For direct recruitment:</i> Second Class Master degree with Second Class Honours in Bengali from a recognised University.</p>
2	Assistant Translation Officer.	Ditto	<p>(i) 50% by promotion from amongst the Translators and, if no suitable candidate is available for promotion, by direct recruitment; and</p> <p>(ii) 50% by direct recruitment</p>	<p>Candidates with Bachelor degree in Law from a recognised University will be given preference.</p> <p><i>For promotion:</i> 3 years' service in the feeder post.</p> <p><i>For direct recruitment:</i> Master degree in Bengali from a recognised University.</p> <p>Candidate with Bachelor degree in Law from a recognised University will be given preference.</p>

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
3	Printing Officer	.. Not exceeding 25 years.	By promotion from amongst the Section Assistants, Technical Assistants or Senior Proof Readers and, 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> Bachelor degree from a recognised University with experience in Printing Works.
4	Librarian	.. Ditto	By promotion from amongst the Library Assistants and, if no suitable candidate is available for promotion, by direct recruitment.	Candidate with Diploma or Certificate in Printing will be given preference. <i>For promotion:</i> 3 years' service in the feeder post. <i>For direct recruitment:</i> Bachelor degree with Diploma in Library Science from a recognised University with experience in Library Works.
5	Head Assistant	..	By promotion from amongst the Section Assistants, Technical Assistants, Accountant or Stenographers.	5 years' service in the feeder post.
6	Translator	.. Not exceeding 25 years.	By direct recruitment	Bachelor degree from a recognised University. Candidate with Bachelor degree in Law from a recognised University will be given preference.

7	Technical Assistant ..	Ditto	By promotion from amongst the Junior Proof Readers or Lower Division Assistants and, if no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion:</i> 5 years' service in the feeder post.
8	Library Assistant ..	Ditto	By promotion from amongst the Cataloguers and, if no suitable candidate is available for promotion, by direct recruitment.	<i>For direct recruitment:</i> Bachelor degree from a recognised University. <i>For promotion:</i> 3 years' service in the feeder post.
9	Accountant ..	Ditto	By promotion from amongst the Assistant Accountants and, if no suitable candidate is available for promotion, by direct recruitment.	<i>For direct recruitment:</i> Bachelor degree with Diploma in Library Science from a recognised University. <i>For promotion:</i> 5 years' service in the feeder post.
10	Assistant Accountant	Ditto	By promotion of the Cashier and, if no suitable candidate is available for promotion, by direct recruitment.	<i>For direct recruitment:</i> Bachelor degree in Commerce from a recognised University with experience in accounts works in a Government office or in an office or a local authority. <i>For promotion:</i> 5 years' service in the feeder post.
11	Cataloguer ..	Ditto	By direct recruitment	<i>For direct recruitment:</i> Bachelor degree in Commerce from a recognised University. Bachelor degree with Certificate or Diploma in Library Science from a recognised University.

1	2	3	4	5
12	Senior Proof Reader	Not exceeding 25 years.	By promotion from amongst the Junior Proof Readers and, if no suitable candidate is available for promotion, by direct recruitment.	<p><i>For promotion:</i> 5 years' service in the feeder post.</p> <p><i>For direct recruitment:</i> Bachelor degree from a recognised University.</p> <p>Preference will be given to a candidate having experience in proof reading.</p>
13	Junior Proof Reader	Ditto	By direct recruitment	<p>Higher Secondary Certificate or equivalent from a recognised Board.</p> <p>Preference will be given to a candidate having experience in proof reading.</p>
14	Cashier	Ditto	By direct recruitment	<p>(a) Higher Secondary Certificate or equivalent from a recognised Board; and</p> <p>(b) Security deposit as per rules.</p> <p>Preference will be given to a candidate having experience in handling cash.</p>

15	Court Assistant	..	Ditto	(i) 20% by promotion from amongst the M.L.S.S.; and (ii) 80% by direct recruitment	<i>For promotion:</i> Secondary School Certificate or equivalent from a recognised Board with 5 years' service in the feeder post. <i>For direct recruitment:</i> Higher Secondary Certificate or equivalent from a recognised Board.
16	Driver	..	Not exceeding 30 years.	By direct recruitment	Read up to Class VIII and must possess a valid motor vehicles driving licence and 2 years' experience in driving motor vehicles.
17	Duplicating Machine Operator.	..	Ditto	By promotion from amongst the M.L.S.S. and, if no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion:</i> 3 years' service as M.L.S.S. with experience in operating duplicating machine. <i>For direct recruitment:</i> Read up to Class VIII with experience in operating duplicating machine.
18	M.L.S.S.	..	Not exceeding 25 years.	Ditto	Read up to Class VIII.
19	Night Guard	..	Ditto	Ditto	Ditto.

1	2	3	4	5
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20 Sweeper Not exceeding 25 years. By promotion from amongst the M.L.S.S. and, if no suitable candidate is available for promotion, by direct recruitment. Read up to Class VIII or a person belonging to the sweeper community.

By order of the President

ABDUL QUDDUS CHOWDHURY
Secretary.

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