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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF RELIEF AND REHABILITATION

NOTIFICATION

Dhaka, the 18th August, 1985

No. S. R. O. 369-L/85.—In pursuance of the Proclamation dated 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 RELIEF AND REHABILITATION DIVISION'S OFFICERS AND STAFF RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called The Relief and Rehabilitation Division's Officers and Staff Recruitment Rules, 1985.

2. **Definition.**—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;

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- (d) "recognised University/Board" means a University/Board established by or under any Law for the time being in force and includes any other University/Board declared by the Government, after consultation with the Commission, to be a recognised University/Board 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 the post;
- (f) "Schedule" means the Schedule annexed to these rules;
- (g) "specified post" means the post specified in the Schedule.

3. Procedure for recruitment.—(1) Subject to the provisions of the Schedule and instructions relating to reservation and quota 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, or domiciled in, 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 General 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 applied in such form, accompanied by such fee and before such date, as was notified by the Commission while inviting applications for the specified posts; 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 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 his conduct and work is unsatisfactory or that he is not likely to become efficient, it may, before the expiry of the 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 the specified post until he has passed such examination and undergone such training as the Government may, from time to time, direct by order.

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	Additional Accounts Officer.	25 years	By promotion from amongst Accountant/Assistant Accountant. If none is found suitable for promotion, by direct recruitment.	<i>For promotion:</i> At least 5 years' experience as Accountant or 7 years' experience as Assistant Accountant. <i>For direct recruitment:</i> 2nd Class Master Degree in Commerce from any recognised University with three years' experience in the line.
2	Assistant Research Officer.	25 years	By direct recruitment	Second Division Bachelor Degree with Statistics/Mathematics/Economics as one of the subjects from any recognised University. Experience in the line will be preferred.
3	Sub-Assistant Engineer	25 years	By direct recruitment	Diploma in Civil Engineering from any recognised Technical Institute.
4	Head Assistant	..	By promotion from amongst Assistant In-charge/Section Assistant/Stenographer in order of preference.	At least 3 years' experience as Assistant in-charge/Stenographer and 6 years experience in the case of Section Assistant.
5	Assistant-in-charge	..	By promotion from amongst the Section Assistant.	At least 3 years' experience in the post of Assistant.

- 6 Section Assistant
 As per recruitment Rules prescribed by the Government for post of U.D.A./S.A. as shown in S.R.O. No. 23-L/85/RI/R-64/84, dated 8th January, 1985.
- 7 Accountant
 By promotion from amongst the Assistant Accountant/Auditor/Cashier in order of preference. If none is found suitable for promotion, by direct recruitment.
- 8 Assistant Accountant
 By promotion from amongst Auditor/Cashier.
- 9 Stenographer
 As per recruitment rules prescribed by Government in S.R.O. No. 109-L/78/Ed/SWIII-3-18/78-28, dated 16th May, 1978.
- 10 Steno-Typist
 Ditto.
- 11 Typist
 As per recruitment rules prescribed by Government in S.R.O. No. 275-L/78/ED(R-IDR)-10/78-63, dated 24th October, 1978.
- Promotion:*
 (i) At least 3 years' experience as Assistant Accountant.
 (ii) At least 6 years' experience as Auditor/Cashier.
- For direct recruitment:* Second Division Bachelors Degree in Commerce from any recognised University with two years' experience in the line.
- For promotion:* At least 3 years' experience in the feeder post.

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12 L. D. Assistant

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As per recruitment rules prescribed by Government in S.R.O. No. 205-L/79/ED(RID)-R/31/78-57, dated 14th July, 1979.

13 Auditor

25 years

By direct recruitment

Degree in Commerce from any recognised University, Experience in Accounts work in Government, Semi-Government Organisation is preferred.

14 Engineering Supervisor

25 years

By promotion from amongst the Radio Technician. If none is found suitable for promotion, by direct recruitment.

For promotion: At least 5 years' experience in the feeder post.

For direct recruitment: Diploma in Electronics/Wireless/Radiography from a recognised Technical Institute. Experience as Radio Technician is preferred.

15 Radio Technician

25 years

By direct recruitment

H.S.C. in Science Group with Trade Course Certificate in Radiography from any recognised Technical Institute.

16 Draftsman

25 years

By direct recruitment

S.S.C. with Draftsmanship Certificate from a recognised Technical Institute.

17 Cashier

25 years

By direct recruitment

Degree in Commerce from any recognised University. Experience in the line is preferred.

18 Telephone Operator

25 years

By direct recruitment

At least H.S.C. having experience in the line.

19	Driver	25 years	By direct recruitment	Class VIII passed holding driving licence heavy/light vehicles. Experience in the line is preferred.
20	Photostat Operator	25 years	By promotion from amongst the M.L.S.S. If none is found suitable for promotion, by direct recruitment.	(i) <i>For promotion</i> : At least 5 years' experience in the feeder post having knowledge in operating photostat machine/Duplicating Machine. (ii) <i>For direct recruitment</i> : At least Class VIII passed with knowledge of Operating Photostat Machine/Duplicating Machine.
21	Duplicating Machine Operator.	25 years	By promotion from amongst the M.L.S.S. If none is found suitable for promotion, by direct recruitment.	(i) <i>For promotion</i> : At least 5 years' experience in the feeder post having knowledge in operating photostat machine/Duplicating Machine. (ii) <i>For direct recruitment</i> : At least Class VIII passed with knowledge of Operating Photostat Machine/Duplicating Machine.
22	Diarist	"	As per recruitment rules prescribed by Government for the post of L.D.A.	..
23	Typist-cum-Clerk	..	As per recruitment Rules to be prescribed by Government.	..
24	Daftary	25 years	By direct recruitment	At least Class VIII passed with knowledge of Book Binding.

1	2	3	4	5
25	Cash Sarker	25 years	By direct recruitment	At least Class VIII passed.
26	Despatch Rider	25 years	Ditto	At least Class VIII passed with light vehicle driving licence.
27	M.L.S.S.	25 years	Ditto	At least Class VIII passed.

By order of the President
ABIDUR RAHMAN
Additional Secretary-in-charge.