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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF DEFENCE

Defence Division

NOTIFICATION

Dhaka, the 18th August 1985

**No. S. R. O. 370-L/85/CNi-3/810/D-I.**—In pursuance of the Proclamation of the 24th March, 1982 and in exercise of all powers enabling him in that behalf, the President is pleased to make the following rules, namely:—

THE RECRUITMENT RULES FOR THE CIVILIAN GAZETTED OFFICERS (CLASS-I AND CLASS-II) IN THE LOWER FORMATION OF BANGLADESH ARMY, 1985.

1. **Short title.**—These rules may be called The Recruitment Rules for the Civilian Gazetted Officers (Class-I and Class-II) in the Lower Formation of Bangladesh Army, 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) "Board" means the Civilian Recruitment Board (Army) constituted by the Government;
- (c) "Committee" means the Civilian Promotion Committee constituted by the Government;

- (d) "Commission" means the Bangladesh Public Service Commission;
- (e) "probationer" means a person appointed on probation against a specified post;
- (f) "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 purpose of these rules;
- (g) "requisite qualification" in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (h) "Schedule" means the Schedule annexed to these rules;
- (i) "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 for the purpose of 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:

Provided that the upper limit of age may be relaxed in 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 holding the post continuously as an *ad hoc* appointee.

4. **Appointment by direct recruitment.**—(1) No appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Board constituted for the purpose in the case of posts exempted from the purview of the Public Service Commission and, in the case of other posts, 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 of Medical Service in the AHQ, 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 Board 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 Committee.

(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 has passed such examination and undergone such training as the Government may, from time to time, prescribe 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	Director of Studies	Not exceeding 45 years, relaxable in special case.	<p>By promotion from the post of Professor ;</p> <p style="text-align: center;"><i>Or,</i></p> <p>By direct recruitment ;</p> <p style="text-align: center;"><i>Or,</i></p> <p>By transfer on deputation of a suitable Government Officer or an officer serving in a local authority.</p>	<p>(a) At least 5 years' service as a Professor in any Institution of the Army.</p> <p style="text-align: center;"><i>For direct recruitment or transfer on deputation :</i></p> <p>(a) Must be an Associate Professor of a University or a Government College with Ph.D. degree from a recognised University. Preference will be given to candidates having degree in Pure Science subjects ; and</p> <p>(b) must have at least 5 years of post-graduate teaching experience or administrative experience in a responsible position and should have adequate knowledge of educational planning and organisation.</p>

1	2	3	4	5
2	Professor	Not less than 40 years and not exceeding 45 years.	(i) 50% by promotion from the post of Assistant Professors; and (ii) 50% by direct recruitment	<i>For promotion</i> : 10 years' experience as an Assistant Professor.  <i>For direct recruitment</i> : (a) at least 15 years' experience as a Lecturer or 10 years' experience as an Assistant Professor in a Government College ; and (b) Ph.D. degree from a recognised University.
3	Assistant Professor	Not exceeding 33 years.	(a) 50% by promotion from the post of Lecturer ; and (b) 50% by direct recruitment	<i>For promotion</i> : At least 5 years' experience as a Lecturer in any Institution of the Army.  <i>For direct recruitment</i> : First Class Master degree or Second Class Master degree with Second Class Honours from a recognised University in the respective subjects with 5 years' experience as a Lecturer in a Government College.
4	Lecturer	Not exceeding 27 years.	By direct recruitment	First Class Master degree or Second Class Master degree with Second Class Honours in the respective subject from a recognised University.

Research Officer, Grade-I. Not exceeding 30 years. (i) 25% by promotion from the post of Research Officers, Grade-II or Assistant Inspector, Grade-II;

and

(ii) 75% by direct recruitment

*For direct recruitment* : First Class Master degree or Second Class Master degree with Second Class Honours in Physics/Chemistry or degree in Technology from a recognised University with at least 3 years' experience in the field or fields of design, research, manufacturing or teaching.

*Or,*

Second Class Bachelor degree or its equivalent degree in any branch of Engineering.

*Or,*

Associate Membership of the British Institute of Electrical, Mechanical, Radio or Production Engineering or must have passed equivalent examination.

6 Assistant Inspector, Grade-I

Ditto

Ditto

Ditto.

1	2	3	4	5
7	Research Officer, Grade-II.	Not exceeding 28 years.	(a) 25% by promotion from the post of Research Assistant, Grade-I or Foreman ;  and  (b) 75% by direct recruitment	<i>For promotion :</i> At least 3 years' experience in the feeder post or posts specified in column 4.  <i>For direct recruitment :</i> First Class Master degree or Second Class Master degree with Second Class Honours in Physics/Chemistry/or a degree in Technology from a recognised University with at least one year's experience in the field or fields of design, research, manufacturing or teaching.  <i>Or,</i>  Second Class Bachelor degree or its equivalent degree (qualification in Mechanical/Electrical/Telecommunication/Civil Automobile/Production or other branches of Engineering) in any branch of Engineering from a recognised University.  <i>Or,</i>  Associate Membership of the British Institute of Electrical, Mechanical, Radio or Production Engineering or, must have passed equivalent examination.
8	Assistant Inspector Grade-II.	Ditto	Ditto	Ditto.



9	Foreman/CWS(UG)	Not exceeding 30 years.	(i) 75% by promotion from the post of Assistant Foreman/CWS(LG); and	For promotion: At least 3 years' service [as Assistant Foreman/CWS(LG)] in a feeder post or posts specified in column 4.
			(ii) 25% by direct recruitment	For direct recruitment: Diploma in Engineering from a recognised Institute, preferably with experience.
10	CWS (UG)	Ditto	Ditto	Ditto.
11	Assistant Foreman/ CWS (LG).	Between 21 and 27 years.	(i) 75% by promotion for Chargeman; and	For promotion: At least 5 years' service as Chargeman.
			(ii) 25% by direct recruitment	For direct recruitment: Bachelor degree in Science from a recognised University with 1 year's experience or Diploma in Engineering/Armament Artificer from a recognised Institute with one year's experience.
12	CWS (LG)	Ditto	Ditto	Ditto.
13	Civilian Workshop Officer.	Between 25 and 30 years, relaxable up to 35 years in special cases.	By direct recruitment	Bachelor degree in Electrical or Mechanical Engineering from a recognised University;  Preference will be given to candidates having experience in the manufacture or repairs of mechanical transport.

1	2	3	4	5
13	Instructor, Class-I	Between 25 and 35 years.	(a) 25% by promotion from Junior Instructor.  (b) 75% by direct recruitment ;  <i>Or</i> By transfer on deputation of a suitable officer from other Government or Semi-Government Organisation.	<i>For promotion</i> : At least 5 years' service as Junior Instructor in the respective Technology.  <i>For direct recruitment or transfer on deputation</i> :  (a) Diploma in Power, Mechanical or Metallurgical Technology from a recognised Institute ; and  (b) 5 years' Teaching experience in the respective field. Candidates having diploma in Technical Teachers' Education from a recognised Institute will be given preference.
15	Junior Instructor	Between 20 and 33 years.	By direct recruitment ;  <i>Or,</i>  By deputation from other Government/Semi Government Institutions.	(a) First Class Diploma or Certificate in Power, Mechanical, Electrical, Supervising or Drafting and Designing from a recognised Institute ; and  (b) 5 years' teaching experience in the respective field.
16	Administrative Officer	Between 24 and 28 years.	(i) 50% by promotion from Assistant-Administrative Officer;  and  (ii) 50% by direct recruitment	<i>For promotion</i> : At least 3 years' experience as an Assistant Administrative Officer.  <i>For direct recruitment</i> : Second Class Master degree from a recognised University.

Preference will be given to candidates having experience in administrative work.

17	Assistant Administrative Officer.	..	By promotion from amongst the Head Clerk or Office Supervisor or Superintendent.	At least 5 years' experience in a feeder post or posts specified in column 4.
18	Accounts Officer (GCO-I).	Not exceeding 27 years relaxable up to 30 years in special cases.	By direct recruitment.	Second Class Master degree in Economics/Mathematics or Commerce from a recognised University.
19	Messing Officer (CGO-I).	Not exceeding 27 years. Relaxable in special cases.	Ditto	Bachelor degree from a recognised University with Diploma in Catering from a recognised Institute.
20	Senior Sister		By promotion from the post of Sister Tutor.	Preference will be given to candidates having experience in Catering and Hotel Management. At least 3 years, experience as Sister Tutor.
21	Sister Tutor		By promotion from the post of Theatre Sister.	At least 2 year's experience as Theatre Sister.
22	Theatre Sister		By promotion from amongst the Sister-in-Charge or Sister.	At least 5 years' service in a feeder post or posts specified in column 4.
23	Sister-in-Charge	Not exceeding 30 years, relaxable in special cases.	By direct recruitment	Secondary School Certificate Examination passed from a recognised Board with Diploma in Nursing from any recognised Institute with training in Medical, Surgical, Nursing of Man, Woman and Children, and must be registered with Nursing Council of Bangladesh.

1	2	3	4	5
24	Sister	Not exceeding 30 years, relaxable in special cases.	By direct recruitment	Secondary School Certificate Examination passed from a recognised Board with Diploma in Nursing from any recognised Institute with training in Medical Surgical, Nursing of Man, Woman and Children and must be registered with Nursing Council of Bangladesh.
25	Assistant Engineer	Not exceeding 32 years. Relaxable by 3 years in case of suitable candidates.	Ditto	Bachelor degree in Engineering from a recognised Institute;
<i>Or,</i>				
26	Translator (CGO-I).	Between 25 and 30 years.	(i) 50% by promotion from Assistant Translator (CGO-II)	Diploma in Engineering from a recognised Institute with 5 years' experience.  <i>For promotion:</i> At least 3 years' service as Assistant Translator (CGO-II).
and				
27	Assistant Translator (CGO-II)	Between 21 and 27 year.	(ii) 50% by direct recruitment	<i>For direct recruitment:</i> Second Class Master degree with Second Class Honours in English or Bengali from a recognised university.  Second Class Master degree with Second Class Honours in English or Bengali from a recognised University.

- 28 Librarian Class-I (CGO-I).  
 Between 25 and 30 years, relaxable up to 35 years in special cases.  
 (a) 50% by promotion from Librarian Class-I (CGO-II); and  
 (b) 50% by direct recruitment  
*For promotion:* At least 5 years' service as Librarian Class-I (CGO-II).  
*For direct recruitment:*  
 (a) Master degree in Library Science or a Diploma in Library Science with Master degree from a recognised University; and  
 (b) 5 years' experience in a library.
- 29 Librarian Class-I (CGO-II).  
 Maximum 27 years, relaxable up to 30 years in case of a highly qualified and departmental candidate.  
 By direct recruitment  
 (a) Bachelor degree with Diploma in Science from a recognised University; and  
 (b) 3 years' experience in a modern Library.  
 Preference will be given to candidates having Master degree in Library Science from a recognised University.
- 30 Record Officer (CGO).  
 Not exceeding 25 years, relaxable up to 40 years in case of retired Army personnel.  
 (i) 50% by promotion from amongst the Head Clerk, Office Superintendent or Superintendent; and  
 (ii) 50% by direct recruitment  
*For promotion:* 10 years' experience in a feeder post or posts specified in column 4.  
*For direct recruitment:* Second Class Master degree with Second Class Honours from any recognised University  
 Preference will be given to the candidates having Public Administration background;  
 Or  
 Retired Junior Commissioned Officers/  
 Honorary Commissioned Officers of the Armed Forces.

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| 31 | Ordnance Officer,<br>Civilian (Clerical). | ..   | By promotion from amongst the 5<br>Clerical personnel of the<br>Corps.  | years' experience in a feeder post<br>specified in column 4.   |
| 32 | Ordnance Officer,<br>Civilian (Stores).   | (a) Between 20<br>and 27 years<br>for fresh can-<br>didates, and<br><br>(b) between 35<br>and 50 years<br>for Ex-JCOs/<br>Honorary<br>Commissioned<br>Officers of the<br>Armed Forces. | (i) 50% by promotion from<br>amongst the Store Keepers.<br><br>(ii) 50% by direct recruitment   | <i>For promotion</i> : 15 years' service includ-<br>ing 5 years' service as Store Keeper.<br><br><i>For direct recruitment</i> : Bachelor degree<br>from a recognised University and<br>Secondary School Certificate from a<br>recognised Board or its equivalent Army<br>Education Certificate for Junior Com-<br>missioned Officers or Honorary Com-<br>missioned Officer of the Armed Forces. |
| 33 | Civilian Assistant<br>Security Officer.   | Between 30 and<br>50 years.  | (i) 50% by promotion from<br>Security Inspector; and<br><br>(ii) 50% by direct recruitment<br>from amongst the retired/<br>released Junior Commis-<br>sioned Officers of the Armed<br>Forces. | <i>For promotion</i> : 3 years' service as Security<br>Inspector.<br><br><i>For direct recruitment</i> : Secondary School<br>Certificate from a recognised Board or<br>its equivalent Army Education Certi-<br>ficate.   |
| 34 | Civilian Labour<br>Officer.               | Between 30 and<br>50 years.  | By direct recruitment from<br>amongst the retired or released<br>Armed Forces JCO/Serving/<br>(Civil)/C.A.S.Os/Head Clerk/<br>Office Superintendent.  | S.S.C. or equivalent Army Education<br>Certificate for retired/released Armed<br>Forces JCOs.<br><br>At least 5 years' service in a feeder post<br>or posts specified in column 4.   |

Preference will be given to the candidates having Bachelor degree in Law from a recognised University.

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|----|-----------------------------------|--------------------------|-----|-----------------------|--|
| 35 | OIC Laboratory<br>(CGO Class-II). | Between 18 and 25 years. | and | By direct recruitment | B.Sc. with Chemistry/S.S.C. with Diploma/H.S.C. with certificate course in photography or Electronics with 5 years experience. |
| 36 | CGO-II Instructor                 | Between 22 and 40 years. |     | Ditto.                | Bachelor degree from a recognised University, relaxable in case of retired Junior Commissioned Officers of the Armed Forces.   |

*For fresh candidates:*

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|----|---------------------|--|--|--------|--|
| 37 | Catering Instructor | Not exceeding 27 years, relaxable up to 35 years in case of suitable candidates and up to 50 years for retired Army personnel. |  | Ditto. | Bachelor degree from a recognised University or Diploma in Catering from any recognised Institute; and for retired Army personnel, must be qualified in Catering course in the Army. |
|----|---------------------|--|--|--------|--|

By order of the President  
A. M. ANISUZZAMAN  
*Defence Secretary.*