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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF LAND ADMINISTRATION AND LAND REFORMS

Section No. IV

NOTIFICATION

Dhaka, the 4th December, 1985

No. S.R.O. 500-L/85/IV-44/85.—In pursuance of the Proclamation of 24th March, 1982 and in exercise of all powers enabling him in that behalf the President, after consultation with the Public Service Commission is pleased to make the following rules, namely.—

THE RECRUITMENT RULES FOR THE UPAZILA REVENUE OFFICERS AND STAFF (MANAGEMENT SIDE) RULES, 1985.

1. **Short title.**—These rules may be called The Recruitment Rules for the Upazila Revenue Officers and Staff (Management side) 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;
- (d) "recognised University or Board" means a University or Board established by or under any law for the time being in force in Bangladesh and includes any other University declared by the Government after consultation with the Commission, to be a recognised University or Board for the purpose of these rules;

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- (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; and
- (g) "specified post" means a post specified in the schedule.

3. **Procedure for recruitment.**—(1) Subject to the provision of the Schedule and instructions relating to reservation and quota appointment to a specified posts 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 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 or Divisional Selection Board where necessary.

(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; and

- (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 or a Medical Officer appointed by the Director General of Health Service 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 or Divisional Selection 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 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 Bangladesh 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) Person 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, 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	Upazila Revenue Officer (Class-I) Tk. 750—1470	..	The posts are borne on the BCS (Admn ; Admn) Cadre.	
2	Asstt. Revenue Officer (Class-II) Tk. 625—1315	..	By promotion from Kanungo.	5 years' service in the feeder post.
3	Kanungo (Tk. 400—825)	..	As per Recruitment Rules published under Notification No. S.R.O. 363-L/84/IV/-29/79, dated 30th July 1984.	
4	Head Assistant-cum-Accountant (Tk. 370—745)	..	By promotion from Nazir-cum-Cashier, L.D.A.-cum-Typist, Certificate Pesker, Certificate Assistant, Credit Checking-cum-Sairat Assistant, Mutation-cum-Certificate Assistant.	5 years' service in the feeder post.
5	Nazir-cum-Cashier (Tk. 300—540)	Not exceeding 25 years.	By direct recruitment	H.S.C. from a recognised Board.
6	L.D.A.-cum-Typist (Tk. 300—540)	Ditto	Ditto	(1) H.S.C. from a recognised Board. (2) Must have speed in Typing— (a) 30 words in English per minute. (b) 20 words in Bengali per minute.
7	Certificate Pesker (Tk. 300—540)	Ditto	Ditto	H.S.C. from a recognised Board.

8	Certificate Assistant (Tk. 300—540)	Ditto	Ditto	Ditto.
9	Credit Checking-cum-Sairat Assistant (Tk. 300—540)	Ditto	Ditto	Ditto.
10	Mutation-cum-Certificate Assistant (Tk. 300—540)	Ditto	Ditto.	Ditto.
11	Tahsilder (Tk. 300—540)	}		
12	Assistant Tahsilder (Tk. 275—480)			
13	Process Server (Tk. 240—345)	..	By promotion from M.L.S.S./Guard.	3 years' service in a feeder post.
14	M.L.S.S./Guard (Tk. 225—315)	Between 18 to 25 years.	By direct recruitment	Read upto Class VIII

As per Recruitment Rules published under Notification No. S.R.O. 34-L/85/IV-25/83, dated 10th January 1985.

By order of the President
ABDUS SALAM
Secretary.