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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF ENERGY AND MINERAL RESOURCES

Petroleum and Mineral Resources Division

NOTIFICATION

Dhaka, the 29th November, 1984

No. S.R.O. 518-L/84.—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 NON-GAZETTED EMPLOYEES (DEVELOPMENT PROJECT UNDER GEOLOGICAL SURVEY OF BANGLADESH) RECRUITMENT RULES, 1984.

1. **Short title.**—These Rules may be called the Non-Gazetted Employees (Development Project under Geological Survey of Bangladesh) Recruitment Rules, 1984.

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) "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" 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;
- (e) "requisite qualification" in relation to a specified post means the qualification laid down in column 5 of the Schedule in relation to that 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 provisions of the Schedule, appointment to a specified post shall be made—

- (a) by direct recruitment; or
- (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.

4. Appointment by direct recruitment.—(1) Subject to the provisions of any law for the time being in force, 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.

(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/ appointed by the Director General, Health Services in this behalf, 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 varified 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 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 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) Persons selected for appointment to a specified post, otherwise than by transfer on deputation, 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 in the case of any person 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 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 Non-Gazetted Employees (Development Project under the Geological Survey of Bangladesh) Recruitment Rules, 1977 published *vide* Notification No. S.R.O. 222-L/77, dated the 16th July, 1977 is hereby *repealed*.

SCHEDULE

(See rule)

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Superintendent	...	By promotion from amongst the Assistants and Stenographers.	At least 5 years' service as Assistants/Stenographers.
2	Assistant	...	As per rule prescribed by Government.	
3	Upper Division Assistant	...	Ditto.	
4	Lower Division Assistant	...	Ditto.	
5	Typist	...	Ditto.	
6	Stenographer	...	Ditto.	
7	Steno-typist	...	Ditto.	
8	Daftry	...	By promotion from amongst the Fieldman.	At least 5 years' experience in maintaining and recording of files, documents, etc.
Class IV.				
9	Fieldman (MLSS)	Between 18 and 25 years.	By direct recruitment	Read-up to Class VIII with sound physique and capability to undertake field work in the remote areas of the country.
10	Chowkider	Between 18 and 25 years.	By direct recruitment	Read up to Class VIII with sound physique.

- 11 Senior Surveyor
 (a) By promotion from amongst the Surveyors; and
 (i) For promotion—At least 5 years' experience as Surveyor.
 (b) if no suitable candidate is available for promotion, by direct recruitment.
 (ii) For direct recruitment—Bachelor of Science degree or Diploma in Survey with 2 years' experience in the line.
- 12 Surveyor
 By direct recruitment ... Diploma in Survey.
 Between 18 and 25 years.
- 13 Senior Laboratory Assistant.

 (a) By promotion from amongst the Laboratory Assistants; and
 (i) For promotion—At least 5 years' experience as Laboratory Assistant.
 (b) if no suitable candidate is available for promotion, by direct recruitment.
 (ii) For direct recruitment—Bachelor of Science degree with Chemistry as one of the subjects having 5 years' practical experience in Laboratory work.
 Not exceeding 30 years.
- 14 Laboratory Assistant
 By direct recruitment ... Bachelor of Science degree with Chemistry as one of the subjects.
 Between 18 and 25 years.
- 15 Laboratory Attendant

 By direct recruitment ... Secondary School Certificate (Science Group) with knowledge of laboratory work.
 Between 18 and 25 years.
- 16 Senior Draftsman
 (a) By promotion from amongst the Draftsman, Gr.I; and
 (i) For promotion—At least 5 years' experience as Draftsman, Gr. I.
 (b) if no suitable candidate is available for promotion, by direct recruitment.
 (ii) For direct recruitment—Diploma in Draftsmanship with 3 years' experience or Certificate in Draftsmanship with 5 years' experience.
 Not exceeding 30 years.

1	2	3	4	5
17	Draftsman, Gr. I	...	(a) 50% by promotion from amongst the Draftsman, Gr. II. (b) 50% by direct recruitment	(i) <i>For promotion</i> —At least 5 years' experience as Draftsman, Gr. II. (ii) <i>For direct recruitment</i> —Diploma in Draftsmanship with 3 years' experience or Certificate in Draftsmanship with 5 years' experience.
Not exceeding 30 years.				
18	Draftsman, Gr. II	...	(a) 50% by promotion from amongst the Draftsman, Gr. III/Tracer. (b) 50% by direct recruitment	(i) <i>For promotion</i> —At least 5 years' experience as Draftsman, Gr. III/Tracer. (ii) <i>For direct recruitment</i> —Higher Secondary Certificate or Certificate in Draftsmanship with 3 years' experience in the line.
Between 18 and 25 years.				
19	Draftsman, Gr. III/Tracer	Between 18 and 25 years.	By direct recruitment	Secondary School Certificate with 3 years' practical experience in the line or Certificate in Draftsmanship.
20	Gestetner Operator	Between 18 and 25 years.	By direct recruitment	Secondary School Certificate with experience in handling duplicating machine.
21	Cataloguer	Between 18 and 25 years.	By direct recruitment	Degree in Library Science/Cataloguing or Diploma in Library Science with 4 years' experience in cataloguing works.
22	Book Binder	Between 18 and 25 years.	By direct recruitment	Secondary School Certificate with sufficient experience in book binding work.

23	Museum Attendant	... Between 18 and 25 years.	By direct recruitment	... Higher Secondary Certificate (Science Group).
24	Senior Geophysical Assistant.	...	(a) By promotion from amongst the Geophysical Assistants; and (b) if no suitable candidate is available for promotion, by direct recruitment.	(i) For promotion—At least 5 years' experience as Geophysical Assistant. (ii) For direct recruitment—Bachelor of Science degree with Physics as one of the subjects having 5 years' experience in handling Electronic equipments.
25	Geophysical Assistant	Between 18 and 25 years.	By direct recruitment	Bachelor of Science degree with Physics as one of the subjects with practical experience in handling Electronic equipment.
26	Shot Firer	Between 18 and 25 years.	By direct recruitment	Secondary School Certificate (Science Group).
27	Drilling Foreman	...	By transfer of Drilling Assistant, Gr. I.	...
28	Drilling Assistant, Gr. I	...	(a) By promotion from amongst the Drilling Assistant, G.II; and (b) if no suitable candidate is available for promotion, by direct recruitment.	(i) For promotion—At least 5 years' experience as Drilling Assistant, Gr.II. (ii) For direct recruitment—Higher Secondary Certificate (Science) with 5 years' experience in Drilling Operation. Preference will be given to the candidate having Diploma in Power Technology.
29	Mud Supervisor	Between 18 and 25 years.	By direct recruitment	Bachelor of Science degree with Chemistry as one the subjects.

1	2	3	4	5
80	Senior Mechanical Foreman.	...	(a) By promotion from amongst the Mechanical Foreman; and (b) if no suitable candidate is available for promotion, by direct recruitment.	(i) For promotion—At least 5 years' experience as Mechanical Foreman. (ii) For direct recruitment—Diploma in Power/Mechanical Engineering with 5 years' experience in controlling and maintaining a workshop and repairing drilling rigs/machines, etc.
81	Senior Machinist	...	(a) By promotion from amongst the Machinists; and (b) if no suitable candidate is available for promotion, by direct recruitment.	(i) For promotion—At least 5 years' experience as Machinist. (ii) For direct recruitment—Higher Secondary Certificate (Science Group) or Secondary School Certificate with Trade Certificate from an institute recognised by the Government and 3 years' practical experience in the line.
82	Welder	Between 18 and 25 years.	By direct recruitment	Secondary School Certificate with Trade Certificate in Welding from an institute recognised by the Government having 2 years' experience.
83	Accounts Superintendent	...	By promotion from amongst the Accounts Assistants.	At least 5 years' experience as Accounts Assistant.
84	Accounts Assistant	Not exceeding 28 years.	By direct recruitment	Bachelor of Commerce degree with 3 years' experience in Budget and Accounts.
85	Senior Cashier	...	By promotion from amongst the Cashiers.	At least 5 years' experience as Cashier.

36	Cashier	<p>(a) By promotion from amongst the Lower Division Assistant; and</p>	<p>(i) For promotion—At least 5 years' experience in accounts line.</p>
		<p>(b) if no suitable candidate is available for promotion, by direct recruitment.</p>	<p>(ii) For direct recruitment—Higher Secondary Certificate (Commerces) with 3 years' experience in Accounts/handling Govt. cash, etc.</p>
Between 18 and 25 years.			
37	Assistant Store Officer	<p>(a) By promotion from amongst the Store Supervisors of the Geological Survey of Bangladesh; and</p>	<p>(i) For promotion—At least 5 years' experience as Stores Supervisor.</p>
		<p>(b) if no suitable candidate is available for promotion, by direct recruitment.</p>	<p>(ii) For direct recruitment—Bachelor degree with 5 years' experience in handling and maintaining stores in supervisory level.</p>
Not exceeding 30 years.			
38	Store Keeper	<p>(a) 50% by promotion from amongst the Store Helpers; and</p>	<p>(i) For promotion—At least 5 years' experience as Store Helper.</p>
		<p>(b) 50% by direct recruitment</p>	<p>(ii) For direct recruitment—Higher Secondary Certificate with 3 years' experience in handling and maintaining stores.</p>
Between 18 and 25 years.			
39	Store Helper	<p>By direct recruitment</p>	<p>Higher Secondary Certificate.</p>
Between 18 and 25 years.			

40 Transport Supervisor	Not exceeding 28 years.	By direct recruitment	(i) Diploma in Automobile Engineering.
(ii) Two years' experience in supervision of transport and knowledge in maintaining log books, movement register, issue and control of POL.			
(iii) Must hold a valid driving licence.			
41 Driver, Grade-I.	Not exceeding 30 years.	(a) By promotion from amongst the Drivers; and (b) if no suitable candidate is available for promotion, by direct recruitment.	(i) <i>For promotion</i> —At least 5 years' experience as Driver with heavy driving licence. (ii) <i>For direct recruitment</i> —Secondary School Certificate/Trade Certificate in automobile repairing with heavy driving licence and 3 years' experience in driving heavy vehicles.
42 Driver	Between 18 and 25 years, relaxable by 5 years for departmental candidate.	By direct recruitment	Read up to Class VIII and possessing valid driving licence for heavy/light vehicles with at least 3 years' experience in driving Motor vehicles.

Degree with minimum one year's experience in PABX/PBX operation;

OR

Higher Secondary Certificate with minimum 3 years' experience in the line.

By order of the President

SHAFIUL ALAM]

Secretary.

Between 18 and 25 years.
By direct recruitment

43 Receptionist-cum-Telephone Operator.

MINISTRY OF FINANCE

Internal Resources Division

(Income Tax)

NOTIFICATION

Dhaka, the 29th November, 1984

No. S.R.O. 519-L/84.—In exercise of the powers conferred by section 44(4) (b) of the Income Tax Ordinance, 1984 (XXXVI of 1984), the Government is pleased to rescind this Division's Notification No. S.R.O. 116-L/84, dated the 20th March, 1984.

MD. MATIUR RAHMAN
Joint Secretary.

[C. No. 2(10)T-I/84]