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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CABINET SECRETARIAT
Establishment Division
NOTIFICATION

Dacca, the 8th January, 1981.

No. S.R.O. 5-L/81.—In exercise of the powers conferred by the proviso to article 133 of the Constitution of the People's Republic of Bangladesh, the President, after consultation with the Bangladesh Public Service Commission as required by clause (2) of article 140 of that Constitution, is pleased to make the following rules, namely :

THE NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION OFFICERS'
RECRUITMENT RULES, 1980.

1. **Short title.**—These rules may be called the National Institute of Public Administration Officers' Recruitment Rules, 1980.
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 ;

- (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 specific post, means the qualification laid down in 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 and instructions relating to reservation for the purpose of clause (3) of article 29 of the Constitution of the People's Republic of Bangladesh, appointment to a specified post shall be made by the appointing authority—

- (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) No appointment to a specified post by direct recruitment shall be made by the appointing authority 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 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 medical officer authorised, or by a Medical Board set up, for the purpose by the Director 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 post; and
- (b) in the case of a person already in the service of the Republic 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 by the appointing authority on the recommendation of such 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 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 the conduct and work of the probationer 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 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.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Director-General	By transfer on deputation of an officer holding equivalent post in any Government office.
2	Director	By promotion from amongst the Senior Instructors and, if none is found suitable for promotion, by transfer on deputation of officers holding equivalent post in any Government office.	<i>For promotion</i> —At least 7 years' experience as Senior Instructor.
3	Senior Instructor ..	Not exceeding 40 years.	By promotion from amongst the Instructors Grade-I and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation of officers holding equivalent post in any Government office.	<i>For promotion</i> —At least 8 years' experience as Instructor Grade-I. <i>For direct recruitment</i> —(a) Ph. D. or First Class Master's Degree with Second Class Bachelor's Degree with Honours or Second Class Master's Degree with First Class Bachelor's Degree with Honours in Public Administration or Economics or Business Administration or Political Science or Statistics or Geography or Sociology or Commerce or Psychology or Mathematics or Management or Industrial Management from a recognised University or an equivalent degree from a foreign University;

(b) At least 5 years' experience of teaching at degree level or in a training Institute in related subject or 7 years' experience in a Class I Government post;

(c) Preference will be given to those with ability to execute major government programmes, or outstanding performance in the field of public administration and development and interest in and aptitude for teaching and research.

By transfer on deputation of an officer holding equivalent post in any Government Office.

4 Senior Administrative Officer.

5 Instructor Grade-I. Not exceeding 35 years (relaxable up to 40 years for departmental candidates).

(a) 50% by direct recruitment; and

(b) 50% by transfer on deputation of officers holding equivalent post in any Government Office.

For direct recruitment—(a) First Class Master's Degree with Second Class Bachelor's Degree with Honours or Second Class Master's Degree with First Class Bachelor's Degree with Honours in Public Administration or Economics or Business Administration or Political Science or Statistics or Geography or Sociology or Commerce or Psychology or Mathematics or Management or Industrial Management from a foreign university;

(b) At least 5 years' administrative experience in a Government Office or in any autonomous body or business management or 3 years' experience of teaching at degree level or in a training Institute in related subject;

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
6	Chief Librarian	Not exceeding 40 years.	By promotion from amongst the Librarians and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation of an officer holding equivalent post in any Library in Government Office.	<p>(c) The above qualification may be relaxed up to Second Class Masters Degree for departmental candidates with foreign training in the related fields with at least 7 years' experience in teaching or research or in both;</p> <p>(d) Preference will be given to those with aptitude for organising and running in-service training course.</p> <p><i>For promotion</i>—At least 7 years' experience as a Librarian.</p> <p><i>For direct recruitment</i>.—(a) First Class Master's Degree in Library Science from a recognised University or an equivalent degree from a foreign University; and</p> <p>(b) At least 7 years' experience in Library Management in any University or Public Library.</p>
7	Administrative Officer.	Not exceeding 35 years.	By promotion from amongst the Office Superintendents and Publication Officers	<i>For promotion</i> —At least 7 years' experience in the post from which promotion is to be made.

and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation of officers holding equivalent post in any Government Office.

For direct recruitment—At least Second Division Bachelor's Degree from a recognised University with at least 10 years' experience in office management or administration.

8 Associate Instructor Not exceeding 30 years, relaxable up to 35 years for departmental candidates.

For promotion—At least Second Class Masters' Degree from a recognised university with at least 5 years' experience in the post from which promotion is to be made.

(a) 50% by promotion from amongst the Publication Officers, Communication Media Specialists and Statisticians ; and
(b) 50% by direct recruitment or by transfer on deputation of officers holding equivalent post in any Government Office.

For direct recruitment—First Class Master's Degree or Second Class Master's Degree with Second Class Bachelor's Degree with Honours in Public Administration or Economics or Business Administration or Political Science or Statistics or Geography or Sociology or Commerce or Psychology or Mathematics or Management or Industrial Management from recognised University or an equivalent degree from foreign university.

Preference will be given to those having experience in teaching.

9 Research Associate Not exceeding 30 years' relaxable up to 35 years for departmental candidates.

For promotion—At least Second Class Master's Degree from recognised university with at least 5 years' experience in the post from which promotion is to be made.

(a) 50% by promotion from amongst the Publication Officers, Communication Media Specialists, Assistant Librarians and Statisticians ; and

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
			(b) 50% by direct recruitment or by transfer on deputation of officers holding equivalent post in any Government Office.	<p><i>For direct recruitment</i>—At least Second Class Master's Degree, preferably with Second Class Bachelor's Degree with Honours in Public Administration or Economics or Business Administration or Political Science or Statistics or Geography or Sociology or Commerce or Psychology or Mathematics or Management or Industrial Management from a recognised university or an equivalent degree from a foreign university.</p> <p>Preference will be given to those having experience in teaching or research work.</p>
10	Research Officer ..	Ditto	Ditto	Ditto.
11	Audio-Visual Technical Officer.	Not exceeding 30 years.	By promotion from amongst the Communication Media Specialists, and if none is found suitable for promotion, by direct recruitment, or by transfer on deputation of an officer holding equivalent post in any Government Office.	<p><i>For promotion</i>—At least 5 years' experience as Communication Media Specialist.</p> <p><i>For direct recruitment</i>—At least Second Class Master's degree in Applied Physics or in Graphic Art from a recognised university with the ability to handle electronic and other audio-visual equipments ; or</p>

Diploma in Electrical or Electronics Technology with 5 years' experience in handling electronic and other audio-visual equipments.

Foreign training in audio-visual methods will be preferred in both the cases.

For promotion—At least 5 years' experience as an Assistant Librarian.

For direct recruitment—At least Second Class Master's Degree in Library Science from a recognised university with 3 years' experience in a Government or Public or University Library.

For promotion—Bachelor's Degree from a recognised university with at least 7 years' experience as an Accounts Officer.

For promotion—At least 7 years' experience as a Publication Assistant.

For direct recruitment—At least Second Class Master's Degree in Journalism from a recognised university.

Preference will be given to those with experience in publication, translation and proof reading work.

12 Librarian **Not exceeding 35 years.** By promotion from amongst the Assistant Librarians, and if none is found suitable for promotion, by transfer on deputation of officers holding equivalent post in Government or Public or University Library or by direct recruitment.

13 Senior Accounts Officer. By promotion from amongst the Accounts Officers, and if none is found suitable for promotion, by transfer on deputation of an officer holding equivalent post in any Government Office.

14 Publication Officer **Not exceeding 30 years.** By promotion from amongst the Publication Assistant, and if none is found suitable for promotion, by direct recruitment or by transfer on deputation of an officer holding equivalent post in any Government Office.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
15	Assistant Librarian	Not exceeding 27 years.	(a) $\frac{1}{3}$ of the post by promotion from among the Cataloguers; and (b) $\frac{2}{3}$ of the posts by direct recruitment.	<i>For promotion</i> —At least 5 years' experience as a Cataloguer. <i>For direct recruitment</i> —Second Class Master's Degree in Library Science from a recognised university, preferably, with experience.
16	Communication Media Specialist.	Not exceeding 30 years.	By direct recruitment or by transfer on deputation of a Govt. employee holding equivalent post.	<i>For direct recruitment</i> —Bachelor's Degree in Arts from a recognised university with knowledge in design, layout and execution of visual presentation such as charts, posters, diagrams, graphs, figures and cartoons and skill in hand lettering. Persons with a commercial background and knowledge of photographic process will be preferred.
17	Accounts Officer	Not exceeding 30 years.	By promotion from amongst the Accountants, and if none is found suitable for promotion by transfer on deputation of an officer holding equivalent post in any Government Office.	<i>For Promotion</i> —At least 7 years' experience as an Accountant. <i>For direct recruitment</i> —At least Second Division Bachelor's Degree in Commerce from recognised university with 3 years' experience as an Accountant in any Government or Semi-Government or autonomous organisation.

18 **Office Superintendent.** Not exceeding 35 years.

By promotion from amongst the Accountants, Reference Assistants and Cashier, and if none is found suitable for promotion by direct recruitment.

For promotion—At least 10 years' experience in the post from which promotion is to be made.

For direct recruitment—Bachelor's Degree from a recognised university with at least 5 years' experience in office administration.

By order of the President
ABDUL JALIL KHAN
Deputy Secretary.

MINISTRY OF DEFENCE

NOTIFICATION

Dacca, the 8th January 1981

No. S. R. O. 6-L/81/1L-5/78/D-6.—In exercise of the powers conferred by section 178 of the Navy Ordinance, 1961 (Ord. No. XXXV of 1961), the Government is pleased to make the following amendments in the Pay and Allowances Regulations for Bangladesh Navy, 1960, namely:—

In the aforesaid Regulations, in rule 231, in clause (b), in sub-clause (ii),—

- (a) in paragraph (a), for the letters and figure "Rs. 300" the word and figure "Taka 563" shall be substituted; and
- (b) in paragraph (b), for the letters and figure "Rs. 75" the word and figure "Taka 150" shall be substituted.

By order of the President

M. S. HAQUE

Deputy Secretary (Law).

MINISTRY OF FINANCE

NATIONAL BOARD OF REVENUE

(Customs)

ORDER

Dacca, the 8th January 1981

No. S.R.O. 7-L/81/617/D/Cus.—In exercise of the powers conferred by clause (c) of section 21 of the Customs Act, 1969 (IV of 1969), the National Board of Revenue is pleased to authorize the repayment to the extent specified in column 4 of the table below of Customs-duties paid on the importation of the raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof, subject to the following conditions, namely:—

- (i) The goods have been manufactured according to the formula duly furnished to the National Board of Revenue showing the quantity of various imported raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof;
- (ii) The manufacturer maintains proper record of the goods manufactured in accordance with the formula referred to in sub-paragraph (i) and produces, on demand, such records and other evidence as may be required by the National Board of Revenue to satisfy itself that the imported raw materials have been used in accordance with that formula;

- (iii) The manufactured goods are exported out of Bangladesh and an application for repayment of the Customs-duties is presented to the proper officer of Customs within 60 days of such exportation or of the publication of this order, whichever is later;
- (iv) The exporter makes a declaration on the reverse of the original shipping bill or other export documents to the effect that he would claim repayment of the Customs-duties paid on the imported raw materials used in the production of the goods being exported; and
- (v) The repayment at the rate specified shall be allowed provided that the goods exported are manufactured with the same constituents on which the rate of repayment is ordered and the manufacturer-cum-exporter shall immediately intimate to the National Board of Revenue and the Directorate of Inspection and Training-(Customs and Excise), Dacca:—
- (a) any change in the process of the imported raw materials,
- (b) any change in the composition of the manufactured goods to be exported, and
- (c) use of any indigenous raw materials in place of the imported raw materials.

2. The repayment authorized by this order shall be admissible in respect of the goods exported on or after the 12th January, 1979.

TABLE

Sl. No.	Name of the imported raw materials.	Goods produced or manufactured by M/S Stainless Steel Industrial Cor. Ltd., Dacca.	Extent of repayment customs duties.
1	2	3	4
			Per dozen.
1	Stainless Steel Sheet	1. Stainless Steel Coffee Spoon (Small Size).	Taka 1.47
2	Lustre Tripoli Composition	Quantity not exceeding 15000 Dozen Coffee Spoon (Small Size).	
3	Hyfix Composition	..	
4	Emery Powder	..	

KAZI SHAHIDUL HUQ
Second Secretary (Customs).

MINISTRY OF COMMERCE

Price Stabilization Wing

NOTIFICATION

Dacca, January 5, 1981

No. COM/CG/PF-1(43)/79.—In exercise of the powers conferred by clause 3 of the Essential Commodities Price and Distribution Order, 1970, I, M.M.A. Malik, Controller-General of Prices and Supplies, Government of the People's Republic of Bangladesh, hereby refix the maximum retail selling price of 'Chantara' brand cigarette manufactured by M/s. United Tobacco Company Limited, Dacca, as under:

Description	Maximum retail selling price per packet of 10's.
'CHANTARA' Brand Cigarettes	Tk. 0.80 (Eighty paisa only).

M.M.A. MALIK

Controller General of Prices and Supplies.

**OFFICE OF THE SUBDIVISIONAL OFFICER, SADAR (SOUTH),
COMILLA.**

NOTIFICATION

Dacca, the 5th January 1981

No. 48.—In exercise of the powers conferred upon me under Section 17 of the Local Government Ordinance, 1976, I, Md. H. Morshed, Subdivisional Officer, Sadar (South), Comilla and Prescribed Authority, do hereby notify for general information that Sree Putul Rani Sutradhar, daughter of Satish Chandra Sutradhar of village Newara, P.O. Bagmara, district Comilla, is hereby nominated to act as Woman member of No. 1 Bagmara Union Parishad under P.S. Laksam, district Comilla, with immediate effect.

MD. H. MORSHED

Subdivisional Officer.

মহকুমা প্রশাসকের কার্যালয়, মাগুরা, যশোহর

ফরম নং

[৪২ নিয়ম দ্রষ্টব্য]

মেম্বার পদে নির্বাচিত প্রার্থীর তালিকা

জিলা—যশোহর, মহকুমা—মাগুরা, থানা—শালিখা।

ইউনিয়নের নাম।	যে ওয়ার্ড হইতে নির্বাচিত সেই ওয়ার্ডের নাম ও নম্বর (মেম্বারের ক্ষেত্রে প্রযোজ্য)।	নির্বাচিত প্রার্থীর নাম, পিতার নাম ও ঠিকানা (মনোনয়নপত্রে বেরূপ আছে)।	যে পদে নির্বাচিত হইয়াছেন।	মন্তব্য।
১	২	৩	৪	৫
গংগারানপুর	২ নং ওয়ার্ড	প্রমথ নাথ শিকদার, পিতা পুলিন বিহারী শিকদার, সাং সোনাকুড়।	মেম্বার।	

স্থান—বাগড়া,

তারিখ—২৪-১২-১৯৮০।

মোঃ জিয়াউদ্দিন আহমেদ
মহকুমা নির্বাচন অফিসার
ও
রিটার্নিং অফিসার।