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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF HEALTH AND POPULATION CONTROL

Population Control Wing

NOTIFICATION

Dhaka, the 10th January 1984

No. S.R.O. 8-L/84.—In pursuance of the Proclamation of the 24th March, 1982, and in exercise of all powers enabling him in that behalf, the Chief Martial Law Administrator is pleased to make the following rules, namely:—

NON-GAZETTED EMPLOYEES (STRENGTHENING OF IEM UNIT OF THE DIRECTORATE OF POPULATION CONTROL AND FAMILY PLANNING) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called the Non-Gazetted Employees (Strengthening of IEM Unit of the Directorate of Population Control and Family Planning) 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;

- (d) "recognised Board" means a Board of Intermediate and Secondary Education established by or under any law for the time being in force and includes any other Board declared by the Government, after consultation with the Commission, to be a recognised Board for the purpose of these rules;
- (e) "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;
- (f) "requisite qualification", in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (g) "Schedule" means the Schedule annexed to these rules; and
- (h) "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.

(2) No person shall be appointed to a specified post by direct recruitment 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 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; or
- (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 duly authorised by the Government in this behalf 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 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) A 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 probations 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.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Evaluation Assistant	Not exceeding 25 years, relaxable by 5 years in case of departmental candidates.	By direct recruitment.	Bachelor's degree from a recognised University.
2	Media Production Assistant	Ditto	Ditto	Bachelor's degree in Science from a recognised University; or Diploma in Printing and Publications from a Government Commercial Institute.
3	Varitypist	Ditto	Ditto	Preference will be given to the candidates having experience in the line. Secondary School Certificate from a recognised Board with a least 3 years' experience as Typist and ability of handling all types of typewriter used for making offset masters. Preference will be given to a Diploma holder from a Government Commercial Institute in Secretarial Science with

experience in handling all types of typewriter used for making offset masters.

4	Offset Machine Operator	..	Noy exceeding 30 years.	By direct recruitment.	Secondary School Certificate in Science from a recognised Board with at least 3 years' practical experience in operation of offset machine having knowledge of mechanism of an offset machine.
5	Offset Cameraman	..	Ditto	Ditto	Secondary School Certificate in Science from a recognised board having knowledge of handling of proces, camera, half-tone, line and multi-colour separation and re-touching; or Class-VIII passed with at least 10 years' practical experience in the field.
6	Audio-Visual Equipment Mechanic.	..	Ditto	Ditto	(a) Secondary School Certificate, preferably in Science from a recognised Board with at least 3 years' practical experience in handling and repairing of projection equipment; and (b) Diploma or Certificate from an Institute recognised by the Government in this behalf.
7	Dark Room Assistant	..	Ditto	Ditto	Secondary School Certificate from a recognised Board with at least 2 years' experience in Photography and with knowledge of processing and developing litho films and operation of offset process camera; or Read upto Class-VIII with at least 7 years' practical experience in the field.

1	2	3	4	5
8	Projectionist	.. Not exceeding 30 years.	By direct recruitment.	Secondary School Certificate from a recognised Board with at least 3 years' practical experience in handling films and slide projectors.
9	Compositor	.. Ditto	.. Ditto	Secondary School Certificate from a recognised Board with at least 2 years' practical experience in manual composing; or Read upto Class-X with at least 3 years' practical experience in the field.
10	Offset Plate Maker	.. Ditto	.. Ditto	Secondary School Certificate from a recognised Board with at least 2 years' practical experience in plate making and having knowledge of preparation of album plate, gum reserval, depalak plate, chemical preparation and preservation; or Read upto Class VIII with at least 3 years' practical experience in the field.
11	Traddle Machine Operator	Not exceeding 27 years.	.. Ditto	Secondary School Certificate from a recognised Board with at least 2 years' practical experience in traddle machine operation; or Read upto Class-VIII with at least 3 years' experience in the field.

12	(a) Driver (b) Mechanic	..	Not exceeding 27 years.	..	By direct recruitment.	Class-VIII passed and should be a licence holder for both light and heavy vehicle with at least 5 years' driving experience and having knowledge of motor-vehicle repair.
13	Camera Assistant	..	Ditto	..	Ditto	Certificate holder from an Institute recognised by the Government in this behalf will be preferred. Secondary School Certificate from a recognised Board with at least one year's practical experience in handling camera; or Class-VIII passed with at least 3 years' experience in the field.
14	Mechanic Assistant	..	Ditto	..	Ditto	Secondary School Certificate from a recognised Board with practical experience in handling A.V. equipment and having knowledge of press machine repair; or Class-VIII passed with at least 3 years' experience in the field.
15	Cutting Machine Operator	..	Ditto	..	Ditto	Class-VIII passed with at least 5 years' practical experience in the trade in a press of repute.
16	Stitching Machine Operator	..	Ditto	..	Ditto	Class-VIII passed with at least 4 years' practical experience in the trade in a press of repute.

1	2	3	4	5
17	Offset Ink Man	.. Not exceeding 27 years.	.. By direct recruitment	Class-VIII passed with at least 1 years' practical experience in the line in a press of repute.
18	Proof Man	.. Not exceeding 25 years.	Ditto	Class-VIII passed with at least 2 years' practical experience in operation and handling of metal composed matters. Qualification relaxable in case of experienced hands.
19	Trddle Machine Ink Man	Ditto	Ditto	Class VIII passed with at least 2 years' practical experience in the line.

By order of the President

A.B.M. GHULAM MOSTAFA

Secretary.

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