

Bangladesh



Gazette

**Extraordinary  
Published by Authority**

---

TUESDAY, JANUARY 22, 1985

---

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF WORKS  
NOTIFICATION

Dhaka, the 22nd January, 1985

No. S.R.O. 50-L/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 Bangladesh Public Service Commission, is pleased to make the following rules, namely:—

THE NON-GAZETTED EMPLOYEES (URBAN DEVELOPMENT DIRECTORATE) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called The Non-Gazetted Employees (Urban Development Directorate) Recruitment Rules, 1984.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context:—

- (a) "appointing authority" means the Director, Urban Development Directorate;
- (b) "Commission" means the Bangladesh Public Service Commission;
- (c) "Probationer" means a person appointed on probation to a specified post;
- (d) "requisite qualification" in relation to a specified post, means the qualification laid down in the schedule in relation to that post;
- (e) "Schedule" means the Schedule annexed to these rules; and
- (f) "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 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 Bangladesh Public Service 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 sub-rule 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 or appointment is certified by a medical officer appointed for the purpose by the Director General, 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.

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 from time to time.

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 persons 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 on 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 the period of his probation has been satisfactory, may, 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 posts.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
<b>A. Administrative</b>				
1	Upper Division Asstt./H.A.	..	By promotion from amongst the Upper Division Assistant.	<i>For promotion.</i> —3 years' service in the feeder post.
2	Upper Division Assistant.	..	By promotion from amongst the L.D.A.-cum-Typist, Store-Assistant.	<i>For promotion.</i> —5 years' service in the feeder post.
3	Stenographer (P.A.)	..	As per rule published in the Notification No. SRO 109-L/78/ED/SW(III)/3-18/78-128, dated 16-5-1978.	<i>For promotion.</i> —5 years' service in the feeder post.
4	Stenographer	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Govt.	Ditto	<i>For promotion.</i> —5 years' service in the feeder post.  <i>For direct recruitment.</i> —Higher Secondary Certificate with a speed of 100 and 40 words per minute respectively in Shorthand and Type-writing with knowledge of typing in Bangla. <i>For direct recruitment.</i> —H.S.C. with a speed of 80 and 30 words per minute respectively in Shorthand and Type-writing with knowledge of typing in Bangla.
5	Steno-Typist	Ditto	Ditto	

6	L.D.A.-cum-Typist	Ditto	By direct recruitment	H.S.C. from a recognized Board with Typing speed of 35 words per minute in English and 20 words p.m., in Bangla.
7	Daftary	Ditto	By promotion from amongst the M.L.S.S. If no suitable candidate is available, by direct recruitment.	(i) <i>For direct recruitment.</i> —Read up to Class VIII. (ii) <i>For promotion.</i> —3 years' service in the feeder post.
8	M.L.S.S.-cum-Guard.	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Government. Relaxable in case of retired Armed Forces personnel.	By direct recruitment	Read up to Class VIII.
9	M.L.S.S.	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Government.	Ditto	Ditto.
10	Khalashi	Ditto	Ditto	Ditto.
11	Sweeper	Ditto	Ditto	Read up to Class VIII preferably with professional experience.
12	B. Accounts Accountant/U.D.A.	Ditto	By promotion from amongst the L.D.A.-cum-Typist, Store Assistant, Cashier.	5 years' service in the feeder post with knowledge and experience in Accounts matters.
13	Cashier	Ditto	By direct recruitment	H.S.C. from a recognised Board preferably in Commerce. Cash security and Bond as per rule to be furnished.

1	2	3	4	5
14	Cash-Sarker-cum-M.L.S.S.	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Government.	By promotion from amongst the M.L.S.S. If no suitable candidate is available for promotion, by direct recruitment.	(i) <i>For promotion</i> ,—3 years' service in the feeder post. (ii) <i>For direct recruitment</i> ,—S.S.C. from a recognised Board.
<b>C. Technical</b>				
15	Planning Assistant	Ditto	By direct recruitment	Diploma in Civil Engineering.
16	Draftsman Grade-I	Ditto	By promotion from amongst the Draftsman Grade-II.	<i>For promotion</i> ,—Draftsman Grade-II with 3 years' service in the feeder post.
17	Draftsman Grade-II	Ditto	By promotion from amongst the Draftsman Grade-III. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion</i> ,—Draftsman Grade-III with 5 years' service in the feeder post.
<i>For direct recruitment</i> ,—Diploma in draftsmanship from a recognised institution with 5 years' experience in professional field in a Government Department or Autonomous body or reputed private firm.				

*For promotion.*—75% by promotion from amongst Draftsman Grade-IV with 5 years' experience.

*For direct recruitment.*—25% direct recruits. SSC with Diploma or certificate in draftsmanship having at least 5 years' service in the professional field in a Government Department or Autonomous body or reputed private firm.

*For promotion.*—3 years' service in the feeder post.

*For direct recruitment.*—S.S.C. with Diploma or certificate in Draftsmanship preferably with one year experience in the professional field in a Government Department or Autonomous body or reputed private firm.

At least Bachelor's Degree in 2nd Division with Mathematics/Economics/Geography/Sociology/Social Welfare/Statistics as one of the subjects.

or  
Diploma in Civil Engineering from a Polytechnic Institute.

By promotion from amongst the draftsman Grade-IV. If no suitable candidate is available for promotion, by direct recruitment.

By promotion from Tracer. If no suitable candidate is available for promotion, by direct recruitment.

By direct recruitment

Ditto

Ditto

Between 18–25 years for direct recruitment or the age limit as and when relaxed by the Government.

18 Draftsman Grade-III

19 Draftsman Grade-VI

20

Research Assistant

1	2	3	4	5
21	Survey Supervisor	...	By promotion from amongst the Surveyors.	At least 7 years' experience as Surveyor.
22	Photostat Operator.	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Government.	By direct recruitment	H.S.C. with practical experience as Photostat Operator with 3 years' practical experience.
23	Store-Assistant	Ditto	Ditto	H.S.C. from a recognised Board. Preferably in Commerce.
24	Librarian	Ditto	Ditto	Diploma in Library Science with two years' experience.
25	Surveyor	Ditto	Ditto	S.S.C. with 2 years' Survey Final Examination passed from a recognised Institution.
26	Driver	Between 21—30 years for direct recruitment or the age limit as and when relaxed by the Government.	Ditto	(a) Read up to Class VIII. (b) Must have valid licence for driving light and heavy vehicles with at least 3 years' experience.
27	Tracer	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Government.	Ditto	H.S.C. with good handwriting and proficiency in tracing/drawing or S.S.C. with certificate in Draftsmanship.
28	Duplicating Machine Operator.	Ditto	By promotion from amongst the M.L.S.S. If no suitable candidate is available	For promotion.—At least 3 years' experience as M.L.S.S. with knowledge of



	operating Duplicating Machine.	by direct recruitment.			
					<i>For direct recruitment.</i> —S.S.C. from a recognised Board.
29	Amonia Printer	Between 18—25 years for direct recruitment or the age limit as and when relaxed by the Government.	By promotion from amongst the M.L.S.S. If no suitable candidate is available for promotion, by direct recruitment.	(i) <i>For promotion.</i> —3 years' service in the feeder post with knowledge of Amonia Printing Works. (ii) <i>For direct recruitment.</i> —S.S.C. from a recognised Board.	
30	Blue-Printer	Ditto	Ditto	(i) <i>For promotion.</i> —3 years' service in the feeder post with knowledge of Blue-Printing Works. (ii) <i>For direct recruitment.</i> —S.S.C. from a recognised Board.	
31	Chainman	Ditto	By direct recruitment		Read up to Class VIII.
					By order of the president M. AYUBUR RAHMAN <i>Secretary.</i>