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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF SOCIAL WELFARE AND WOMEN'S AFFAIRS
(Social Welfare)

NOTIFICATION

Dhaka, the 23rd January, 1985

No. S.R.O. 51-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, in supersession of previous Rules, namely:—

THE GAZETTED OFFICERS AND STAFF (DEPARTMENT OF SOCIAL SERVICES) RECRUITMENT RULES, 1984.

1. Short title.—These rules may be called The Gazetted Officers and Staff (Department of Social Services) 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) "Probation" 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 and includes any other University or Board declared by the Government, after consultation with the Commission, to be a recognised University or Board for the purpose of these rules;

(881)

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- (e) "requisite qualification" in relation to a specified 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:—

- (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 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.

(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;

- (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 in case of gazetted post, by Medical Board set up for the purpose by the Director General of Health Services and in case of non-gazetted post, by an authorised Medical Officer, to be medically fit for such appointment and that he does not suffer from any such organic defect and 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) 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 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) Soon 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, it 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.

THE SCHEDULE (GAZETTED)

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Director General	..	By promotion from the Director	For promotion.—5 years' service in the feeder post.
			OR	
			By transfer on deputation.	
2	Director	..	By promotion from the Additional Directors or by deputation, if suitable candidate is not available for promotion.	3 years' service in a feeder post.
3	Additional Director	..	By promotion from the Deputy Directors or by deputation, if suitable candidate is not available for promotion.	5 years' service in a feeder post.
4	Deputy Director/ Principal (D.D.)	..	By promotion from the Assistant Directors and its equivalents, i.e.— (i) Vice-Principal (National Academy of Social Services). (ii) Production Superintendent (V.T.C.). (iii) Manager (Training and Rehabilitation Centre).	7 years' service in a feeder post.

- (iv) Manager (A.D.), National Beggary Eradication.
- (v) Superintendent (I.C.S.).
- (vi) Superintendent (A.D.), Sarkari Shishu Sadan,
- (vii) Superintendent (A.D.), P.H.
- (viii) Rehabilitation and Placement Officer.
- (ix) Statistician.
- (x) Accounts Officer (Class-I).

5	Magistrate	..	By transfer on deputation.
6	Account Officer (Class-I).	..	(a) By promotion from amongst the Accounts Officer (Class-II)/ Audit Officer/Administrative-cum-Junior Accounts Officer.
7	Statistician	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	By direct recruitment.

5 years' service in a feeder post.

- (1) First Class Master's Degree or 2nd Class Master's Degree with second Class Honours in Statistics from a recognised University.
- (2) Must be conversant with procedure of collection, analysis and interpretation of data and preparation of reports.

1 2 3 4 5

8 Assistant Director and equivalents:

(a) Asstt. Director (Case Work of Provation Services).

(b) Asstt. Director (Case of Medical Services).

(c) Vice-Principal (National Academy of Social Services).

(d) Production Superintendent (Vocational Training Centre).

(e) Superintendent (National Institution for Correctional Services).

(f) Manager (National Training and Rehabilitation Centre) (Physically Handicapped).

(g) Placement Officer (Training and Rehabilitation Centre for the Blind).

(a) 80% by promotion from the Social Services Officer and equivalent *i.e.* Deputy Superintendent (Baby Home) (Day Care Centre) (Sarkari Shishu Sadan)/ Social Case Workers/Probation Officers/ Assistant Superintendent (I.C.S.)/Lecturer (National Academy of Social Services)/ Assistant Manager (Vagrants Home)/Assistant Manager (Braille Press) / Research and Publication Officer /Liaison Officer / Head Master, Government Blind school/ Head Master, Government Deaf and Dumb School/Resource Teacher.

(b) 20% by direct recruitment

For direct recruitment.—First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Social Welfare, Sociology and Social Work.

For promotion.—5 years' service in a feeder post.

Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.

- (h) Assistant Director (Controller of Vagrancy).
 (i) Manager (A.D) (National Begarry-Eradication).
 (j) Superintendent (A.D) (P.H.)
 (k) Superintendent (A.D) (SSS).
 (l) Rehabilitation and Placement Officer.
 (m) Assistant Director (Admn.).
 (n) Assistant Director (Finance).
 9 (a) Social Services Officer (Municipal Social Services).
 (b) Social Services Officer (Upazila).
 (c) Assistant Superintendent (Institute for Correctional Services).
 (d) Probation Officer
 (e) Lecturer (National Academy of Social Services).
 (f) Social Services Officer (Registration).
 (g) Research and Publication Officer.
 (h) Social Services Officer (Hospital Social Services).

(i) 10% by promotion from the Field Supervisor. —(i) 7 years' service as Field Supervisor.
 (ii) 5% by promotion from the Assistant Superintendent (Sarkari Shishu Sadan/Baby Home/Day Care Centre), Assistant Superintendent-cum-Teacher (SSS), Graduate Teacher/Teacher (Sarkari Shishu Sadan), Instructor for Trade Course (Pre-Vocational), Instructors (National Academy of Social Services), Instructor (Socio-Economic Centre)/House, Parent/Recreation Teacher.

(ii) 7 years' service in a feeder post.

Not exceeding 27 years. Relaxabe up to 35 years in case of departmental candidates.

85% by direct recruitment of For direct recruitment.—Second Class Master's Degree from a recognised University. Preference

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- (i) Liaison Officer
 (j) Social Services Officer (Research Officer).
 (k) Social Services Officer (Sadar).
 (l) Assistant Manager (P.H. Braille Press).
 (m) Social Case Worker.

Sarkari Shishu Sadan provided they fulfil the requisite qualifications.

will be given to those who have Master's Degree in Social Welfare Sociology and Social Work.

- 10 (a) Deputy Superintendent (Sarkari Shishu Sadan).

For promotion.—7 years' service in a feeder post.

- (a) 25% by promotion from Assistant Superintendent, Asstt. Superintendent-cum-Teacher (SSS) and 25% from amongst Graduate Teacher, Teacher (SSS), Asstt. Superintendent (Baby Home and Day Care Centre).

- (b) Deputy Superintendent. (Socio-Economic Centre).

- (c) Deputy Superintendent (Baby Home),
 (d) Deputy Superintendent (Day Care Centre).
 (e) Assistant Manager (Vagrants Home).

- (b) 50% by direct recruitment.

For direct recruitment.—Second Class Master's Degree from a recognised University. Preference will be given to those who have Master's Degree in Social Welfare, Sociology and Social Work.

- 11 Head Master, Government Deaf and Dumb School.

(a) 75% by promotion from Head-Master (Physically Handicapped Centre), Graduate Instructor for Deaf (National Academy for

For promotion.—7 years' service in a feeder post.

Social Services), Graduate Teacher (for Govt. School for Deaf).

Not exceeding 27 years. (b) 25% by direct recruitment Relaxable up to 35 years in case of departmental candidates.

For direct recruitment.—Second Class Master's Degree with B.Ed. having 1 year's experience in teaching to Deaf and Dumb children. Preference will be given to those having foreign training in the field.

12 Head Master, Government Blind School.

(a) 75% by promotion from Head Master (P.H. Centre and Blind School), Graduate Instructor for Blind (National Academy of Social Services), Graduate Teacher (Blind School).

For promotion.—7 years' service in a feeder post.

Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.

(b) 25% by direct recruitment

For direct recruitment.—Second Class Master's Degree with B. Ed. having 1 year's experience in teaching the blind children. Preference will be given to those having foreign training in the field.

13 Audit Officer

By promotion from Auditor, Accountants, Upper Division Assistant-cum-Accountant.

5 years' service as Auditor or 7 years' services as Accountant, UDA-cum-Accountant.

14 Administrative Officer.

By promotion from Head Assistant, Stenographer and Upper Division Asstt.

5 years' service as Head Assistant and Stenographer or 7 years' service as UDA.

1	2	3	4	5
15	Administrative-cum-Junior Accounts Officer.	...	(a) 75% by promotion from the Head Assst./Auditor/Stenographer/Steno-Typist/Upper Division Assistant/UDA-cum-Accountant/Accountants.	<i>For promotion.</i> —5 years' service as Head Assistant/Auditor/Stenographer and 7 years' service as Steno-Typist/Upper Division Asst./Upper Division Asst.-cum-Accountant/Accountants.
		Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	(b) 25% by direct recruitment	<i>For direct recruitment.</i> —Master's Degreee in Commerce from a recognised University with at least 3 years' experience in the field.
16	Store Officer	..	By promotion from the Store Keeper. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion.</i> —7 years' service in the feeder post.
		Not exceeding 27 years. Relaxable up to 35 years, in case of departmental candidates.		<i>For direct recruitment.</i> —Master's Degreee or Bachelor's degree preferable in commerce from a recognised University with at least 3 years' experience in handling the Store in Government Department or Autonomous Body.
17	Camera Man (Movie)	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	By direct recruitment	Higher Secondary Certificate with a Diploma/Certificate in photography having 5 years' experience of handling all sorts of Movie Camera, art of developing and printing and enlarging of films.

18	Camera Man (Still)	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	By direct recruitment	Higher Secondary Certificate with Diploma/Certificate in Photography having 5 years' experience in the field.
19	Artist	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	By direct recruitment	Bachelor's Degree in Fine Arts from a recognised University having 2 years' experience in the field.
20	Instructor for Home Economics (Pre-Vocational).	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	(a) By promotion from the Instructor for Home Economics (Pre-Vocational). If none is found suitable for promotion, by direct recruitment.	<i>For promotion.</i> — B.Sc. in Home Economics with 5 years' service in the feeder post. <i>For direct recruitment.</i> — B.Sc. Degree in Home Economics from a recognised University with 3 years' experience in the field under Government or Autonomous Body.
21	Assistant Designer-cum-Quality Control Officer.	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	By direct recruitment	Bachelor's Degree in Fine Arts from a recognised University with at least 2 years' experience in Craft, Bamboo Works, Cane Works, Timber or Leather Works.
22	Manager-cum-Foreman (Brail Printing).	Not exceeding 27 years. Relaxable up to 35 years in case of departmental candidates.	(a) By promotion from the Brail Press Reader/Thermofarm Machine Operator/Steriotyping (Machine Operator)/Braille Operator.	<i>For promotion.</i> — 7 years' service in a feeder post.

1	2	3	4	5
23	Prosecution Officer	--	By transfer on deputation from the Ministry of Home Affairs.	..
24	Resource Teacher	--	(i) 50% by promotion from amongst the teachers of Blind School. (ii) 50% by direct recruitment	<i>For promotion.</i> —7 years' service in a feeder post. <i>For direct recruitment.</i> —Bachelors Degree from a recognised University with B. Ed. Preference will be given to candidates having experience in teaching the Blind in Braille System.
Not exceeding 27 years. (ii) 50% by direct recruitment Relaxable up to 35 years in case of departmental candidates.				
(NON-GAZETTED)				
Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
25	House Parent (Government School for the Deaf and Blind).		By promotion from amongst the Teachers of Deaf and Blind Schools.	5 years' service in a feeder post.
26	Recreation Teacher	Not exceeding 27 years	By direct recruitment	Degree in Physical Education, preference will be given to the candidates having at least 2 years' experience in the field.

27	Head Assistant	..	By promotion from UDA/ UDA-cum-Accountants/Head Clerk-cum Accountants/ Accountant.	5 years' service in a feeder post.
28	Auditor	--	By promotion from amongst the U.D. Assistant-cum-Accit/ Head Assistant-cum-Account- ant/Accountant.	5 years' service in a feeder post.
29	Stenographer	--	As per Rule prescribed by Govt.	
30	Teacher (Deaf)	Between 18—27 years. Relaxable up to 30 years in case of departmental candidates.	By direct recruitment	Bachelor's degree from any recog- nised University having experi- ence in teaching deaf and dumb. Preference will be given to the candidates with experience of organising/imparting training. Academic qualification may be relaxed up to H.S.C. in case of departmental candidates with 3 years' experience in the field.
31	Teacher (Blind)	Between 18—25 years	Ditto.	Bachelor's degree from any recognised university with teaching experience in Braille system in a Blind School . OR Higher Secondary Certificate with Diploma in Braille system with at least 2 years' experience in the field.

1	2	3	4	5
32	raft Teacher	... Between 18—25 years. Relaxable up to 30 years in case of departmental candidates.	By direct recruitment	Higher Secondary Certificate with Certificate in Tailoring/Carpenter/Weaving/Coir Work/Cane and Bambo Work. Preference will be given to the candidates with experience of organising/imparting training. Academic qualification may be relaxed up to Secondary School Certificate in case of departmental candidates with at least 3 years' experience in the field.
33	Craft Teacher (Workshop/Blind).	Ditto.	Ditto.	Higher Secondary Certificate with Certificate of Training in Tailoring/Carpentry/Weaving/Coir Work/Cane and Bambo-work. Preference will be given to the candidates having experience of organising/imparting-training. Educational qualification may be relaxed up to Secondary School Certificate in case of departmental candidates with 3 years' experience in the field.
34	Teacher (Deaf and Blind)	Not exceeding 27 years.	Ditto.	Bachelor's Degree from any recognised University. Preference will be given to the candidates having experience in training Deaf and Dumb and Blind. Academic qualification

may be relaxed up to Higher Secondary Certificate for candidates with 2 years' teaching experience in Braille system.

35	Instructor (Socio Economic Centre).	Between 18—25 years.	Ditto.	Higher Secondary Certificate with certificate of training in relevant trade (i.e. Knitting/tailoring/garments work/cane, bamboo and jute works). Preference will be given to the candidates having experience in organising/imparting training.
36	Field Supervisor	..	By promotion from amongst the Municipal Social Worker/ Union Social Worker.	5 years' service in a feeder post.
37	Store Keeper	..	By promotion from amongst the Store-Keeper (Lower Scale)/ Cashier-cum-Store Keeper.	(a) 5 years' service in a feeder post. (b) Must be able to deposit Tk. 5,000 in cash and security bond of Tk. 5,000.
38	Asstt. Superintendent-Teacher (Sarkari Shishu Sadan).	..	By promotion from amongst the Matron-cum-Nurse/Nurse/Male Nurse/Teacher (Lower Scale)/ Asstt. Teacher (Nurse).	5 years' experience in feeder post.
39	Graduate Teacher (Sarkari Shishu Sadan).	Not exceeding 27 years.	By direct recruitment	Bachelor's degree from any recognised University with experience in teaching. Preference will be given to those who have B.Ed. Degree from a recognised University.

1	2	3	4	5
40	Instructor (Deaf-Dumb and Blind for National Academic of Social Services).	Not exceeding 27 years	By direct recruitment	Bachelor's degree from a recognised University having 2 years' experience in teaching Deaf and Blind. Preference will be given to the candidates having B.Ed. degree from any recognised University.
41	Vocational Training Instructor (Institution for Correctional Service, Tongi).	Between 18—25 years. Relaxable up to 30 years in case of departmental candidates.	Ditto.	Higher Secondary Certificate having experience in repairing of Motorcycle, Bi-cycle/Radio and T.V. Experience in Welding/Carpentry in similar other trades. Preference will be given to the candidates with experience of organising/imparting training. Academic qualification may be relaxed up to Secondary School Certificate in case of departmental candidates with at least 3 years' experience in the field.
42	Instructor for Trade Course (Pre-Vocational Training Centre).	Not exceeding 27 years.	(i) 50% by promotion from amongst the Production-cum-Training Assistant Trade Instructor (Lower Scale). (ii) 50% by direct recruitment	<i>For promotion.</i> —5 years' experience in a feeder post. <i>For direct recruitment.</i> —Higher Secondary Certificate with certificate of training in welding/general fitter/brick laying/carpentry/

weaving/screen printing/masonry/
electrical and radio machines.

Preference will be given to the
candidates with experience of
organising/imparting training.

43 Projectionist Not exceeding 30 years. By promotion from amongst the
Assistant Projectionist. If none
is found suitable for promotion,
by direct recruitment.

For promotion.—At least 5 years'
service in the feeder post.

For direct recruitment.—Higher
Secondary Certificate or its
equivalent with 3 years' expe-
rience in handling and operat-
ing projector machines and
equipments.

Academic qualification may be
relaxed up to Secondary School
Certificate in case of candidates
with 5 year's experience in
the field.

44 Sterio-typing Machine Operator. Between 18—25 years. By direct recruitment

Higher Secondary Certificate or
its equivalents with experience
in sterio-typing in Braille
system both English and
Bengali.

Academic qualification may be
relaxed up to Secondary School
Certificate in case of candidates
with 2 years' experience in the
field.

1	2	3	4	5
45	Braille Proof Reader	Between 18—25 years.	By direct recruitment.	Higher Secondary Certificate or equivalent with 2 years' experience in proof reading in Braille system both English and Bengali. Academic qualification may be relaxed up to Secondary School Certificate in case of candidates with at least 5 years' experience in the field.
46	Braille Operator	Ditto.	Ditto.	Higher Secondary Certificate or its equivalent having 2 years' experience in press operating in Braille system both English and Bengali.
47.	UDA/UDA-cum-Accountant.	...	By promotion from LDA-cum-Typist/Cashier/Store Keeper/Marketing Assistant.	Academic qualification may be relaxed up to S.S.C. in case of candidates having 5 years' experience in the field.
48	Assistant Superintendent (Sarkari Shishu Sadan) (450 capacity).		By promotion from amongst the Matron/Matron-cum-Nurse/Cottage Mother/Asstt. Teacher/Compounder/Male Nurse/Day Care Asstt.	7 years' service in a feeder post. 5 years' service in a feeder post.

49	Steno-Typist	...	As per Rule prescribed by Govt.		
50	Physical Instructor	No exceeding 25 years.		Ditto.	Higher Secondary Certificate examination or its equivalent with certificate in physical training. Preference will be given to the candidates having experience in the field.
51	Thermoform Machine Operator.	Not exceeding 30 years.		Ditto.	(a) Must have passed at least S.S.C. examination or its equivalents with 3 years' practical experience in the line. (b) Candidates must know the art of Braille system with experience in operating, handling and maintenance of Thermoform machine.
52	Driver (Machanic)	Not exceeding 27 years.		Ditto.	Must have passed at least Secondary School Certificate examination or its equivalent with trade certificate from recognised Institute and 3 years' practical experience.
53	G.R.O. (General Record Officer).	...			By transfer on deputation of an officer from the Ministry of Home Affairs.

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54	Driver	Between 18—25 years.	By direct recruitment	Read up to class VIII. Must possess valid Motor Driving Licence with at least 5 years' driving experience.
55	Assistant Projectionist	Between 18—25 years	By direct recruitment	Secondary School Certificate examination or its equivalent with 3 years' experience in operating sound film projector.
56	Dark Room Technician	...	By promotion from amongst the Dark Room Assistant.	3 years' experience in a feeder post.
57	Production-cum-Training Assistant.	Between 18—25 years. Relaxable up to 30 years in case of departmental candidates.	By direct recruitment	Higher Secondary Certificate or its equivalent having experience in weaving or S.S.C. with Certificate in weaving from a recognised Institute.
58	Dying Master/Washerman/Ironman.	Between 18—25 years	Ditto.	Academic qualification is relaxable in case of departmental candidates with 3 years' experience in the field. Secondary School Certificate or its equivalent with 3 years' experience in Dying/Ironing/Laundry work. Academic qualification is relaxable in case of candidates with long experience and higher proficiency.

59	Day Care Asstt./Marketing Assistant/Cottage Mother.	Between 18—25 years. Relaxable up to 30 years in case of departmental candidates.	Ditto.	Higher Secondary Certificate or its equivalent. Preference will be given to those candidates with knowledge and experience in child care/marketing/imparting training. Qualification relaxable up to S.S.C. in case of departmental candidates having 3 years' experience.
60	Accounts Assistant	Between 18—25 years	Ditto.	Higher Secondary Certificate or its equivalent having 2 years' experience in accounts work.
61	Cashier/Cashier-cum-Store Keeper/Store Keeper.	Between 18—25 years	Ditto.	(a) Higher Secondary Certificate or its equivalent. (b) Preference will be given to those who have experience in Store-keeping and maintenance of cash.
62	Librarian	Ditto.	Ditto.	Higher Secondary Certificate or its equivalent with certificate in Librarianship.
63	Municipal Social Worker/Union Social Worker.	Between 18—25 years. Relaxable up to 30 years for departmental candidates.	Ditto.	Higher Secondary School Certificate or its equivalent in case of male candidates and S.S.C. or equivalent in case of female candidates with experience in community work. Qualification relaxable up to S.S.C. in case of departmental candidates with 3 years' service.

1	2	3	4	5
64	Matron/Matron-cum-Nurse.	Between 18—25 years. Relaxable up to 35 years for departmental candidates.	By direct recruitment	Higher Secondary Certificate or its equivalents with 3 years' experience in the field. Educational qualification relaxable up to S.S.C. in case of departmental candidates with 5 years' experience in Sarkari Shishu Sadan and other Child Care Institution.
65	Nurse/Male Nurse	Between 18—25 years	Ditto.	Secondary School Certificate with Nursing Certificate from a recognised Institute.
66	Compounder	Ditto.	Ditto.	Secondary School Certificate with Certificate in Compoundership from any recognised Institute.
67	Teacher/Asstt. Teacher (Baby).	Ditto.	Ditto.	Higher Secondary Certificate with Certificate in Primary Training Institute in case of male, S.S.C. with certificate in Primary Training Institute in case of female candidates.
68	Religious Teacher	Ditto.	Ditto.	Preference will be given to the candidates having teaching experience. Must be Fazil Examination passed with 3 years' working experience in the Religious Institution.

69	Trade InSTRUCTOR	Ditto	Ditto	Class VIII passed with Trade Certificate in the relevant field.
70	Telephone Operator	Ditto	Ditto	Must be Higher Secondary Certificate or its equivalent with experience in operating PABX system. Academic qualification may be relaxed up to S.S.C. in case of candidates having more than 2 years' experience in the line.
71	Benoh Assistant	Ditto	Ditto	Higher Secondary Certificate or its equivalent with 3 years' experience in court procedures.
72	LDA-cum-Typist	-	As per Rule prescribed by Government.	
73	Duplicating Machine Operator.	-	By promotion from M. L. S.S. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion.</i> —3 years' service in the feeder post with experience in operating Duplicating Machine. <i>For direct recruitment.</i> —(a) Secondary School Certificate with experience in operating Duplicating Machine. (b) Academic qualification may be relaxed in case of candidate with 2 years' experience in the field.

Between 18—25 years

1	2	3	4	5
74	Book Binder	..	By promotion from M.L.S.S. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion.</i> —5 years' service in the feeder post.
		Between 18—25 years		<i>For direct recruitment.</i> —Secondary School Certificate with 2 years' experience in book-binding.
75	Head Warder	..	By promotion from Warders/Head Guards.	5 years' service in a feeder post.
76	Record Keeper	..	By promotion from amongst the Class-IV employees.	4 years' service in the feeder post with experience in record-keeping.
77	Warder/Head Guard	..	By promotion from M.L.S.S. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion.</i> —3 years' service in the feeder post with good physique and experience in the line.
		Between 18—25 years		<i>For direct recruitment.</i> —Secondary School Certificate.
78	Male Helper/Helper/ Fitter Attendant/Ayah.	Between 18—25 years	By direct recruitment	<i>For direct recruitment.</i> —Read up to Class VII with experience in the field.
79	Messenger/M.L.S.S.	Between 18—25 years.	By direct recruitment	Read up to Class VIII and must know cycling.

80	Dark Room Assistant . . .	Ditto.	Read up to Class VIII. Candidates having knowledge of photography will be preferred.
81	Darwan/Night Guard/ Guard.	Ditto.	Read up to Class VIII and must possess good physique.
82	Cook	Ditto.	Read up to Class VIII with experience in cooking.
83	Mali	Ditto.	Read up to Class VIII. Preference will be given to the professional gardener.
84	Sweeper	Ditto.	Read up to Class VIII. Preference will be given to the professional sweeper.

By order of the President

A.K.M. HEDAYETUL HUQ

Secretary.

MINISTRY OF WORKS

NOTIFICATION

Dhaka, the 24th January 1985

No. S.R.O. 52-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 amendment in the Gazetted Officers (Urban Development Directorate) Recruitment Rules, 1974 published in the *Bangladesh Gazette, Extraordinary*, dated December 5, 1974 under Notification No. S.R.O.124-L/74/S-X/5R-1/73/1736/E, dated 28th October, 1974, namely :—

In the Schedule to the said Rule, the following shall be *added*, namely:—

Sl. No.	Name of the Specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
11	Accounts Officer	..	By transfer on deputation from the Office of the Comptroller and Auditor General of Bangladesh.	
12	Administrative Officer	..	By promotion from amongst the Head Asstt./Stenographer (P.A.).	<i>For promotion: 5 years' service in the feeder post."</i>

By order of the President
MD. AYUBUR RAHMAN
Secretary.