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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

CABINET SECRETARIAT

Establishment Division

IT Section

NOTIFICATION

Dacca, the 22nd February, 1980

No. S.R.O.52-L/80/ED(IT)/STI-5/79.—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 Public Service Commission as required by clause (2) of Article 140 of that Constitution, is pleased to make the following rules, namely :—

THE STAFF TRAINING INSTITUTE (GAZETTED OFFICERS) RECRUITMENT RULES, 1980.

1. **Short title.**—These rules may be called “The Staff Training Institute (Gazetted Officers) Recruitment Rules, 1980”.

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

- (a) “Staff Training Institute” means the Staff Training Institute at Dacca and includes its Regional Training Centres ;
- (b) “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 ;

(401)

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- (c) "Commission" means the Bangladesh Public Service Commission;
- (d) "Departmental Selection Committee" means the Committee constituted with the approval of the Government for selection of candidates for appointment to a specified post;
- (e) "Probationer" means a person appointed on probation to a specified post;
- (f) "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 Bangladesh Public Service Commission, to be a recognised University for the purpose of these rules;
- (g) "Requisite Qualification", in relation to a specified post, means the qualifications laid down in the Schedule in relation to that post;
- (h) "Schedule" means the Schedule annexed to these rules; and
- (i) "Specified post" means a post specified in the Schedule.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the Schedule and the instructions relating to reservation for the purposes of clause (3) of Article 29 of the Constitution, appointment to a specified post shall be made by the appointing authority—

- (a) by direct recruitment;
- (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, if any, 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;
- (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 an authorised Medical Officer 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 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 the Departmental Selection Committee:

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 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 are 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 the service of the probationer; 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.

Explanation.—The period of probation of a probationer shall be deemed to have been extended if no order under this sub-rule has been made.

(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 specified post.	Age limit for direct recruitment.	Method of recruitment	Qualification and experience.
1	2	3	4	5
1	Director	..	By transfer on deputation	Officers of the rank of Deputy Secretary or holding equivalent post in any Government Office.
2	Chief Instructor	..	By promotion from amongst the Instructors/Audio-Visual Officer, and if none is found suitable for promotion, by transfer on deputation.	(i) <i>For promotion:</i> Must have at least 10 years' experience as Instructor or at least 12 years' experience as Audio-Visual Officer in the Staff Training Institute. (ii) <i>For transfer on deputation:</i> Officers holding equivalent posts in any Government Office.
3	Instructor (Staff Course)	Not exceeding 30 years.	(i) By direct recruitment or (ii) By transfer on deputation,	(i) <i>For direct recruitment:</i> Must have at least a 2nd Class Master's degree from a recognised University in Public Administration, Economics, Commerce, Political Science, Statistics or Business Administration. Persons having practical experience in teaching/administrative line will be given preference. (ii) <i>For transfer on deputation:</i> Suitable officers from equivalent posts in Government Offices.

- 4 Instructor (Stenographer Course)
- Not exceeding 35 years.
- (i) By direct recruitment
- OR
- (ii) By transfer on deputation.
- (i) *For direct recruitment:* Must be a P. S. C. qualified person having a speed of 120 words per minute in short-hand (English) or 90 words per minute in short-hand (Bengali) with typing speed of minimum 40 words per minute (English) or 35 words per minute (Bengali).
- (ii) Must have at least 5 years' experience in the line in Government Office/Autonomous Organisations.
- Preference will be given to persons having a Bachelor's Degree.
- (iii) *For transfer on deputation:* Officers holding equivalent post in any Government Office with experience in Stenography.
- 5 Audio-Visual Officer
- Not exceeding 30 years.
- (i) By direct recruitment
- OR
- (ii) By transfer on deputation.
- (i) *For direct recruitment:* M. Sc. Second Class in Applied Physics or Degree in Graphic Arts from a recognized University. Must be able to handle Electronic and other Audio-visual equipments. Foreign training in Audio-visual methods will be preferred.
- (ii) *For transfer on deputation:* Officer holding equivalent and similar post in any Government Office.

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6 Administrative Officer

Not exceeding
40 years.

By promotion, or by direct recruitment/trans-fer on deputation, if no suitable candidate is available for pro-motion.

(i) *For promotion:* Should have a Bachelor's Degree with at least 5 years' experience as U. D. A. under Staff Training Institute.

(ii) *For direct recruitment:* Must have Bachelor's Degree from a recognized University with 10 years' experience in Government Office including at least 5 years as U. D. A.

(iii) *For transfer on deputation:* Officers holding equivalent posts in any Government Office.

By order of the President

SAFIUR RAHMAN

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Establishment Division.*

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