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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF ESTABLISHMENT

DEPARTMENT OF PRINTING, STATIONERY, FORMS  
AND PUBLICATIONS

NOTIFICATION

Dhaka, the 12th February 1985

No. S.R.O. 82-L/85.—In pursuance of the Proclamation of the 24th March, 1982 and in supersession of all previous rules in this behalf, the President after consultation with the Bangladesh Public Service Commission, is pleased to make the following rules, namely:—

THE GAZETTED OFFICERS (DEPARTMENT OF PRINTING, STATIONERY, FORMS AND PUBLICATIONS) RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called The Gazetted Officers (Department of Printing, Stationery, Forms and Publications) Recruitment Rules, 1985.

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) "Headquarters Office" means the Office of the Controller, Printing, Stationery, Forms and Publications;

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- (d) "probationer" means a person appointed on probation to a specified post ;
- (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 ;
- (h) "specified post" means a post specified in the Schedule ;
- (i) "technical" means the officers directly connected with the production of the Presses under the Department. Non-technical means officers engaged in the Non-technical functional area of the Department, *i.e.* Headquarters Office, Bangladesh Stationery Office, Bangladesh Forms and Publications Office and Zonal Offices ; and
- (j) "Press" means Bangladesh Government Press, Government Printing Press, Bangladesh Security Printing Press.

**3. Procedure for recruitment.**—(1) Subject to the provisions of the schedule and instructions relating to reservation, appointment to a specified post shall be made—

- (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 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 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 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 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 body, applies through proper channel.

**5. Appointment by promotion.**—(1) Appointment by promotion to a specified post shall be made on the recommendation of Superior Selection Board/Special Promotion Committee or Departmental Promotional Committee, as the case may be :

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.

(3) No person shall be promoted to the New National Scale of Pay of Tk. 1400—2225 unless he is found fit by the Special Promotion Committee.

(4) No person shall be promoted to the New National Scale of Pay of Tk. 1850—2375 unless he is found fit by the Superior Selection Board.

**6. Probation.**—(1) 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 ; and
- (b) in the case of promotion, for a period of one year :

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 provisions of sub-rule (4), confirm him ; and
- (b) if it is of opinion that conduct and work of the probationer during the 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, 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.	Controller, Department of Printing, Stationery, Forms and Publications.	..	(1) By promotion from the Additional Controller under the Department. If none is found suitable for promotion, by transfer on deputation of officer with equivalent rank and status.	Two years' service in the feeder post.
2.	Additional Controller (proposed).	..	(1) By promotion from the Deputy Controller of the Presses. If no suitable candidate is available for promotion, by transfer on deputation of officer with equivalent rank and status.	5 years' service in the feeder post. Preference will be given to the person who possesses Diploma in Printing from a foreign country preferably from U. K. or U. S. A.
3.	Deputy Controller	..	(1) By promotion from the Asstt. Controllers and the Asstt. Controller (Production) in order of preference.	7 years' service as Assistant Controller.

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4.	Deputy Controller (Production).	..	(1) By promotion from the Asstt. Controller (Production) and other Asstt. Controller in order of preference.	7 years' service as Assistant Controller. Preference will be given to the persons having Degree/Diploma in Printing from a foreign country preferably from U. K. or U. S. A.
5	Asstt. Controller	25 years	(1) 3rd by promotion from Managers other than the Managers (Production). (2) 3rd by direct recruitment	<i>For promotion</i> —3 years' service in the feeder post.  <i>For direct recruitment</i> —1st Class Master's Degree or 2nd Class Master's Degree with second class Honours from a recognised University.
6	Asstt. Controller (Production).	Ditto	(1) 3rd by promotion from amongst the Managers (Production). (2) 3rd by direct recruitment	<i>For promotion</i> —3 years' service in the feeder post.  <i>For direct recruitment</i> —Bachelor's Degree with Degree or Diploma in Printing from a foreign country preferably from U.K. or U.S.A.
7	Accounts Officer	Ditto	50% by promotion from the Budget Officer and 50% by transfer from Audit Department. If no suitable candidate is available for promotion, by direct recruitment.	(1) <i>For promotion</i> —3 years' service in the feeder post. (2) <i>For direct recruitment</i> —

(a) First Class Master's Degree in Commerce or Second Class Master's Degree in Commerce with Second Class Honours from a recognised University.

(b) Candidate with experience in Accounts and Budget will be given preference.

(1) For promotion—3 years' service in the feeder post.

(2) For direct recruitment—2nd Class Master's Degree with or Bachelor's Degree with Honours in 2nd Class from a recognised University having 3 years' experience in supervising security matters. Educational qualification and age are relaxable in the case of ex-service personnel.

5 years' service as Supervisor, Accountant, Stenographer on Supervisor's pay scale.

OR

7 years' service as Store Keeper, U.D.A., Cashier, Inspector, Accountant, Assistant Librarian/Accounts Asstt. on U.D.A.'s pay scale.

By promotion from the Security Officer (Stores), Manager (Stores and Care-taking) of the three Presses. If no suitable candidate is available, by direct recruitment.

By promotion from Supervisor, Accountant, Stenographer, Cashier, UDA and Accounts Assistant (U.D.A.'s pay scale) of the Headquarter's Office (Non-technical functional area). If suitable candidates are not available in that office, by promotion from Supervisor, Accountant, Store

8 Senior Security Officer.

Ditto.

9 (a) Manager

(b) Budget Officer Headquarter's Office (Non-technical functional area).

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Keeper, Cashier, Inspector and U.D.A. of the Subordinate Offices of the Non-technical functional area.

10 (a) Manager

(b) Budget Officer  
Headquarter's Office  
(Technical functional  
area).

By promotion from Supervisor, Accountant, Stenographer, Cashier, U.D.A. and Accounts Assistant (U.D.A.'s pay scale) of the Headquarter's Office (Technical functional area). If suitable candidates are not available in that office, by promotion from Store Keeper and UDA of the Subordinate Offices of the Technical functional area.

5 years' service as Supervisor, Accountant/Stenographer on Supervisor's pay scale

OR

7 years' service as Store Keeper, U.D.A., Cashier, Asstt. Librarian, Accounts Asstt. on UDA's pay scale.

11 Manager  
Bangladesh  
Stationery Office.

By promotion from Supervisor, Accountant, Store Keeper, Cashier, Inspector and U.D.A. of the concerned office. If suitable candidate is not available in that office, by promotion from Supervisor, Accountant, Stenographer, Store Keeper, Cashier, UDA and Accounts Asstt. on UDA's pay scale in the Headquarter's Office and its Subordinate Offices of the Non-technical functional area.

5 years' service as Supervisor, Accountant/Stenographer on Supervisor's pay scale.

OR

7 years' service as Store Keeper, UDA, Cashier, Accountant, Inspector and Accounts Asstt. on UDA's pay scale.



12 Manager  
Bangladesh Forms  
and Publications  
Office.

By promotion from Supervisor, Accountant, Storekeeper and UDA for the concerned office. If suitable candidate is not available in that office, by promotion from Supervisor, Accountant, Stenographer, Storekeeper, Cashier, Inspector, U.D.A. and Accounts Asstt. on UDA's pay scale in the Headquarter's Office and its Subordinate offices of the Non-technical functional area.

(1) 5 years' service as Supervisor, Accountant/ Stenographer on Supervisor's pay scale.  
OR  
7 years' service as Store Keeper, UDA, Cashier, Accountant and Asstt. Librarian/Accounts Asstt. on UDA's pay scale.

13 Manager  
Zonal Offices.

By promotion from Supervisor, Accountant, Stenographer, Storekeeper, Cashier, Inspector, UDA of Headquarter's Office or its Subordinate offices of the non-technical functional area including the Zonal Offices.

(1) 5 years' service as Supervisor, Accountant/ Stenographer on Supervisor's pay scale.  
OR  
7 years' service as Storekeeper, UDA, Cashier, Inspector/Accountant, Asstt. Librarian, Accounts Asstt. on UDA's pay scale.

14 Manager (Stores and Care taking), Bangladesh Govt. Press.

By promotion from Storekeeper, UDA and Care Taker of the office concerned. If suitable candidate is not available in that office, by promotion from Supervisor, Accountant, Cashier, Storekeeper, Care Taker, Accounts Asstt. and UDA of Technical functional area.

(1) 5 years' service as Supervisor/Accountant.  
OR  
7 years' service as Storekeeper, UDA, Cashier, Accounts Asstt., Care Taker on U.D.A.'s pay scale.

1	2	3	4	5
15.	Manager (Stores and Care-taking), Govt. Printing Press.	—	By promotion from Store Keeper, UDA and Care Taker of the office concerned. If suitable candidate is not available in that office then by promotion from Supervisor, Accountant, Cashier, Store Keeper, Care Taker, Accounts Asstt. and UDA of the Technical functional area.	(1) 5 years' service as Supervisor/Accountant ; OR 7 years' service as Store keeper, Cashier, Care Taker, Accounts Asstt/UDA.
16.	Security Officer (Store), Security Printing Press.	—	By promotion from Storekeeper, UDA and Care Taker of the office concerned. If suitable candidate is not available in that office, by promotion from Supervisor, Accountant, Cashier, Store-keeper, Care Taker, UDA and Accounts Asstt. of the Technical functional area.	(1) 5 years' service as Supervisor, Accountant and Stenographer ; OR 7 years' service as Store keeper, Cashier and Accounts Asstt.
17.	Manager (Production), Bangladesh Govt. Press.	25 years	(a) 3rd by direct recruitment.  (b) 3rd by promotion from the following groups in order of preference:— (i) Existing Asstt. Supdt. (ii) Planning Supervisor, Head Reader, Secret Printing Supervisor, Overseer and Mechanical Foreman.	<i>For promotion—</i> (i) S.S.C. (ii) 3 years' service in group (i) of col. 5. (iii) 7 years' service in groups (ii) and (iii) of Col. 5.

(iii) Section Holder, Planning Asstt., Machine Foreman, Binding Foreman, Head Mechanic, Reader, Cameraman and Artist.

*For direct recruitment—*

(c) If suitable candidate against (b) is not found for promotion, by direct recruitment.

(a) H.S.C. in Science or equivalent and Diploma in Printing from Graphic Arts Institute or from similar recognised Institute with minimum 2 years' practical experience in 'A' Class Press;

OR

B.Sc. with 3 years' practical experience in 'A' Class Printing Press.

18 Manager (Production), Govt. Printing Press.

25 years

(a) 1<sup>st</sup> by direct recruitment  
(b) 2<sup>nd</sup> by promotion from the following groups:—

*For promotion—*  
S.S.C. with:

(a) 3 years' service in group (i) in col. 5 of the feeder post.

(b) 5 years' service in group (i) in col. 5 of the feeder post and 7 years' service in group (iii) in col. 5 of the feeder post.

(i) Existing Overseer and General Foreman.

(ii) Head Reader, Overseer, Senior Supervisor and Mechanical Foreman.

(iii) Section Holder, Case Foreman, Machine Foreman, Binding Foreman, Reader, Head Mechanic and Stereo Foreman.

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(c) If suitable candidate is not available for promotion, (a) H.S.C. in Science from a recognised University/Board with Diploma in Printing from Graphic Arts Institute;

OR

(b) B.Sc. with 3 years practical experience in 'A' Class Printing Press.

By direct recruitment

25 years. Relaxable up to 30 years in the case of Departmental candidates.

19 Design Supervisor

(1) Degree in Fine Arts.  
(2) Must have sound knowledge in commercial drawings.

(3) Sufficient knowledge in colour printing work and ability to supervise reproduction of fine colour work.

(4) Preference will be given to the experienced Departmental candidates who possess the requisite qualification in Commercial Drawings.

By order of the President  
D. S. YUSUF HYDER  
*Additional Secretary.*

Printed by Khandker Obaidul Muqtaeer, Deputy Controller, Bangladesh Government Press, Dhaka.

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