

Bangladesh



Gazette

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

NOTIFICATION

Dhaka, the 28th February, 1985.

No. S.R.O. 104-L/85/ME/RI/R-9/84.—In pursuance of the Proclamation of the 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 COMPUTER PERSONNEL (GOVERNMENT AND LOCAL
AUTHORITIES) RECRUITMENT RULES, 1985.**

RECRUITMENT RULES FOR COMPUTER PERSONNEL, 1985

1. **Short title.**—These rules may be called The Computer Personnel (Government and Local authorities) 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) "Probationer" 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 purposes of these rules;

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- (e) "Recognised Computer Professional Society" means a Society recognised as such by the Government in consultation with the Commission;
- (f) "requisite qualification" in relation to a specified post, means the qualification prescribed 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;
- (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 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; and
- (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-General of Health Service/and in the 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 as is likely to interfere with the discharge of the duties of the 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 has applied through his official superior.

5. **Appointment by promotion.**—(1) Appointment by promotion shall be made on the recommendation of such Departmental Selection Board as the Government may constitute in this behalf.

(2) A person shall not be eligible for appointment by promotion to a specified post if he has not been confirmed in any post on the ground of unsatisfactory service records or of his failure to fulfil any other requirement for confirmation in that post.

(3) Appointment by transfer on deputation may be made by Government for one Office/Corporation to the other and by Sector Corporation authority within their jurisdiction.

6. **Probation.**—(1) Person 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 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 the period of his 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.

(4) A probationer shall not be confirmed in a specified post until he has passed such examination and training as the Government may, from time to time direct by order.

7. **Repeal.**—These rules supersede all previous rules, regulations or any other legal instruments if any, on recruitment of Computer Personnel in the government or any local authority.

SCHEDULE

Sl. No. Name of the specified post.	Age limit for direct recruitment.	Method of recruitment:	Qualification and experience.
1	3	4	5
1 Director/General Manager.	Between 30 and 45 years.	(i) 60% by promotion from amongst the Deputy Directors/Deputy General Managers. (ii) 40% by transfer on deputation or by direct recruitment. Or by promotion if no suitable Candidate is available by direct recruitment or deputation.	(i) For persons to be appointed by promotion:—At least 5 years' experience as systems manager, or Deputy Director/Deputy General Manager, relaxable in special cases. (ii) For persons to be appointed by direct recruitment or by transfer on deputation: (a) High Academic degree (Post graduation degree in Computer Science/Engineering Business Administration/Economics/Mathematics/Statistics or M. Phill. in Physics, Applied Physics, Commerce or related subjects) with at least 12 years' experience in the line with at least 5 years in any computer installation. (b) Membership/Fellowship or recognised Computer professional society.
2 Deputy Director/Deputy General Manager.	Between 29 and 45 years.	(i) 60% by promotion from amongst the sr. systems Analysts and senior Programmer.	(i) For persons to be appointed by promotion: At least 5 years' experience as senior system Analysts. Or

At least 7 years' experience as senior Programmer, relaxable in special cases.

(ii) *Direct recruitment:*

- (a) High Academic degree (Post-graduate in Computer Science/ Engineering/Business Administration/Economic/Mathematics/Statistics or M. Phill in applied physics, Physics, Mathematics, Statistics, Commerce or related subjects) with at least 10 years' experience in the line with at least 3 years' in any Computer installation.
- (b) Membership/Fellowship professional Society.

3 Deputy Director (Systems)/Systems Manager.

Between 29 and 45 years.

- (i) 60% by promotion from amongst the sr. systems Analyst.
 - (ii) 40% by transfer on deputation or by direct recruitment
- Or
- by promotion if no suitable candidate is available by direct recruitment or deputation.

- (i) *For persons to be appointed by promotion:* At least 5 years' experience as sr. system Analyst, relaxable in special cases.
- (ii) *For persons to be appointed by direct recruitment or by transfer on deputation:*
 - (a) High academic degree (Post Graduate degree in Computer science/ Engineering/Business Administration/ Economics/Mathematics/Statistics or M. Phill. in applied Physics, Physics, Mathematics, Statistics, Commerce or related subjects) with 10 years' experience in line with at least 3 years' experience in Computer installation.

1	2	3	4	5
4	Sr. Systems Analyst	Between 28 to 40 years.	<p>(i) 60% by promotion from amongst the Systems Analysts and Sr. Programmer.</p> <p>(ii) 40% by transfer on deputation or by direct recruitment.</p> <p style="text-align: center;">Or</p> <p>by promotion, if no suitable candidate available by direct recruitment or deputation.</p>	<p>(b) Systems Analysts Background required.</p> <p>(c) Membership/Fellowship of a recognised Computer Professional society.</p>
5	System Analyst	Between 29 and 40 years.	<p>(i) 60% by promotion from amongst the Asstt. Systems</p>	<p>(i) For persons to be appointed by promotion: At least 6 years' experience as Systems Analyst, relaxable in special cases.</p> <p>(ii) For persons to be appointed by direct recruitment or by transfer on deputation:</p> <p>(a) Master's degree in applied Physics/Physics/Mathematics/Statistics/Economics/Commerce/Sociology/Business Administration or B.Sc. (Engineering).</p> <p>(b) Associate Membership of a Professional Computer Society.</p> <p>(c) At least 5 years' experience (2 years in case of Master's degree in Computer Science/Engineering) as Systems Analyst.</p> <p>(i) For persons to be appointed by promotion: At least 5 years' experience as</p>

- Analysts and the programmers.
- (ii) 40% by transfer on deputation or by direct recruitment
- Or
- by promotion if no suitable candidate is available by direct recruitment or deputation.
- 6 Asstt. System Analyst Between 27 and 35 years.
- Asstt. System Analyst or as programmer with proven ability in system Analysts, relaxable in special cases.
- For persons to be appointed by direct recruitment or by transfer on deputation :*
- (a) Master's degree in Physics/Applied Physics/Mathematics/Statistics/Economics/Commerce/Sociology/Business Administration or B.Sc. (Engineering).
- (b) Associate Membership of recognised Professional Computer Society.
- (c) At least 5 years' experience (2 years in case of Master Degree in Computer Science/Engineering) as programmer or Assistant Systems Analyst, relaxable in special cases.
- (d) Proven ability in Systems Analysis.
- For persons to be appointed by promotion :*
- (a) At least 7 years' experience as Asstt. Programmer, relaxable in special cases.
- (b) Proven ability in Systems Analysis
- For persons to be appointed by direct recruitment or by transfer on deputation :*
- (a) Master's Degree in Physics/Applied Physics / Mathematics / Statistics/ Economics / Commerce/Sociology/Business Administration/B.Sc. (Engineering).
- (ii) 40% by transfer on deputation or by direct recruitment.
- Or
- by promotion, if no suitable candidate is available by direct recruitment or deputation.

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- (b) Associate membership of a recognised professional computer society.
- (c) Must qualify aptitude and practical test.
- (d) Proven ability in Systems Analysis.
- (c) At least 4 years' experience as Assistant Programmer (2 years in case of Master degree in Computer Science/Engineering) relaxable in special cases.
- (i) *For persons to be appointed by promotion:*
At least 5 years' experience as Programmer, relaxable in special cases.
- (ii) *For persons to be appointed by direct recruitment or transfer on deputation:*
- (a) Master's degree in Physics/Applied Physics / Mathematics / Statistics/ Commerce / Economics / Sociology/ Business Administration / B.Sc. (Engineering).
- (b) Associate Membership of a recognised professional Computer Society.
- (c) At least 5 years' experience as Programmer (3 years in case of Master degree in Computer Science/Engineering) relaxable in special cases.
- 7 Senior Programmer .. Between 29 to 40 years.
- (i) 60% by promotion from amongst the Programmer.
- (ii) 40% by transfer on deputation or by direct recruitment
- Or
by promotion, if no suitable candidate is available by direct recruitment or deputation.

8 Programmer

Between 27 and 35 years.

- (i) 60% by promotion from amongst Assistant Programmers.
- (ii) 40% by transfer on deputation or by direct recruitment.

Or

by promotion, if no suitable candidate is available by direct recruitment or by deputation.

- (i) For persons to be appointed by promotion: At least 7 years' experience as Assistant Programmer relaxable in special cases.
- (ii) For persons to be appointed by direct recruitment or by transfer on deputation:

- (a) Master's degree in Physics/Applied Physics/ Mathematics/ Statistics/ Commerce/ Economics/Sociology/ Business Administration or B.Sc. (Engineering).
- (b) Associate Membership of a recognised professional Computer Society.
- (c) At least 4 years' experience as Assistant Programmer (2 years in case of Master degree in Computer Science/Engineering).

9 Asstt. Programmer

Between 21 and 27 years.

- (i) 40% by promotion from amongst the Computer Operator.

- (i) For persons to be appointed by promotion:

- (a) Graduate with 3 years' experience in Computer Operation or Graduate with 6 years' experience in Data Entry/Control, relaxable in special cases.
- (b) Must pass standard aptitude test for programming.
- (c) Training in any high level language such as COBOL, FORTRAN and BASIC etc.

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| | | (ii) 60% by direct recruitment. | (i) For persons to be appointed by direct recruitment: |
| | | | (a) Master's degree in Physics/Applied Physics / Mathematics / Statistics / Commerce / Economics / Business Administration or B.Sc. (Engineering). |
| | | | (b) Must qualify standard aptitude test for programming. |
| | | | (c) Associate Member of a recognised professional Computer Society. |
| 10 | Operation Manager | Between 30 and 45 years. | (i) For persons to be appointed by promotion:
At least 6 years' experience as Computer Operation Supervisor, relaxable in special cases. |
| | | | (ii) For persons to be appointed by direct recruitment: Graduate, preferably Science with 6 years' experience as Computer Operation Supervisor or System professional with eligibility of System Analyst. |
| 11 | Computer Operation Supervisor. | Between 27 and 35 years. | (i) For persons to be appointed by promotion:
At least 7 years' experience as Sr. Computer Operator, relaxable in special cases. |

(ii) For persons to be appointed by direct recruitment: Graduate, preferably Science, with 7 years' experience as Computer Operator, Experience relaxable in special cases.

(ii) 40% by transfer on deputation, or by direct recruitment.

Or

by promotion, if no suitable candidates is available by direct recruitment.

(i) For persons to be appointed by promotion: At least 4 years' experience as Computer Operator relaxable in special cases.

(i) 40% by promotion from amongst Computer Operator.

(ii) For persons to be appointed by direct recruitment :

(ii) 60% by direct recruitment ..

(a) Graduate, preferably Science, with 4 years' experience as Computer Operator.

(b) Must qualify practical test.

(i) For persons to be appointed by direct recruitment :

By direct recruitment ..

(a) Graduate, preferably Science, relaxable for departmental Data Entry/Control Operators, with at least 2 years.

(b) Must qualify Operator's aptitude test.

12 Sr. Computer Operator Maximum 30 years.

13 Computer Operator Between 18 and 27 years.

1	2	3	4	5
14	Data Entry/Control Supervisor.	Between 22 to 35 years.	(i) 60% by promotion amongst Sr. Data Entry/Control Operators. (ii) 40% by direct recruitment	(i) For persons to be appointed by promotion : At least 7 years' experience as Sr. Data Entry/Control Operator relaxable in special cases. (ii) For persons to be appointed by direct recruitment : (a) HSC with 7 years' experience as Data Entry/Control Operator. (b) Must qualify practical test.
15	Sr. Data Entry/Control Operator.	Between 20 and 28 years.	Ditto	(i) For persons to be appointed by promotion : At least 2 years' experience as Data Entry/Control Operator. (ii) For persons to be appointed by direct recruitment : (a) HSC with 2 years' experience as Data Entry/Control Operator. (b) Must qualify practical test with a minimum speed of 10,000 key depressions per hour.
16	Data Entry/Control Operator.	Between 18 and 27 years.	By direct recruitment	(i) For persons to be appointed by direct recruitment : (a) HSC, preferably in Science group. (b) Must qualify standard aptitude test for Data Entry Operator.

- 17 Principal Maintenance Engineer. Between 30 and 45 years.
- (i) 60% by promotion from amongst the Sr. Maintenance Engineer.
- (ii) 40% by transfer on deputation or by direct recruitment.
- OR
- By promotion, if no suitable candidate is available by direct recruitment or deputation.
- (i) For persons to be appointed by promotion: At least 3 years' experience as Sr. Maintenance Engineering or equivalent.
- (ii) For persons to be appointed by direct recruitment or by transfer on deputation:
- (a) B.Sc. Engineering in Computer Engineering/Electrical or Electronic Engineering.
- (b) At least 3 years' experience as Sr. Maintenance Engineer or equivalent.
- 18 Sr. Maintenance Engineer. Between 29 and 40 years.
- (i) 60% by promotion from amongst the Maintenance Engineer.
- (ii) 40% by transfer on deputation or by direct recruitment.
- OR
- By promotion, if no suitable candidate is available by direct recruitment or deputation.
- (i) For persons to be appointed by promotion: At least 6 years' experience as Maintenance Engineer in any Computer installation, relaxable in special cases.
- (ii) For persons to be appointed by direct recruitment or by transfer on deputation:
- (a) B.Sc. Engineering in Computer Engineering/Electrical or Electronic Engineering.
- (b) At least 5 years' experience as Maintenance Engineer in any Computer installation.

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- 19 Maintenance Engineer Between 22 and 35 years.
- (i) 60% by promotion from amongst the Assistant Maintenance Engineer.
- (ii) 40% by transfer on deputation or by direct recruitment.
- OR
- By promotion, if no suitable candidate is available by direct recruitment or deputation.
- 20 Assistant Maintenance Engineer. Between 22 and 27 years.
- (i) 40% by promotion from amongst the Computer Operator.
- (ii) 60% by direct recruitment.
- (i) For persons to be appointed by promotion: At least 7 years' experience as Assistant Maintenance Engineer in any Computer installation, relaxable in special cases.
- (ii) For persons to be appointed by direct recruitment or by transfer on deputation:
- (a) B.Sc. Engineering in Computer Engineering/Electrical or Electronic Engineering.
- (b) At least 7 years' experience as Assistant Maintenance Engineer in any Computer installation, relaxable in special cases.
- (i) For persons to be appointed by direct recruitment:
- (a) B.Sc. Engineering in Computer Engineering/Electrical or Electronic Engineering.
- (b) Must qualify standard aptitude test.

By order of the President
 MD. SHAMSUL HAQUE CHISHTY
 Secretary.