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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF ESTABLISHMENT

NOTIFICATION

Dhaka, the 12th March 1985

No. S.R.O. 127-L/85.—In pursuance of the Proclamation of 24th March, 1982 and in exercise of all powers enabling him in that behalf, the Chief Martial Law Administrator is pleased to make the following rules, namely :—

THE L.D.-CUM-TYPIST-PLAIN PAPER COPIER, DUPLICATING MACHINE OPERATOR, DAFTRY, DESPATCH RIDER AND MLSS (MINISTRIES, DIVISIONS AND ATTACHED DEPARTMENTS) RECRUITMENT RULES, 1985.

1. Short title.—These rules may be called The L.D.-cum-typist, Plain Paper Copier, Duplicating Machine Operator, Daftry, Despatch Rider and MLSS (Ministries, Divisions and Attached Departments) 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 posts;

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- (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;
- (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 of clause (3) of Article 29 of the Constitution of the People's Republic of Bangladesh, appointment to a specified posts 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:

Provided that the upper limit of age may be relaxed in the case of a person who has already been appointed to a specified post on *ad hoc* basis, by such period as he may have been holding the post continuously as an *ad hoc* appointee.

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 by a Medical Board set up for the purpose by the Director-General 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 fees 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 appointment 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 his period of probation has been satisfactory, shall, subject to the provision 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, direct by order.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	L.D.-cum-typist Tk. 300—540	18—25 years	By direct recruitment.	At least HSC or is equivalent. Minimum typing speed per minute 30 words in English and 20 words in Bengali.
2	Plain Paper Copier Tk. 300—540	Do.	By direct recruitment.	At least HSC or its equivalent and 5 years' working experience about Machine to be operated.
3	Duplicating Machine Operator Tk. 250—362	Do.	By promotion from MLSS.	5 years' working experience.
4	Daftary Tk. 240—345	...	By promotion	Ditto.
5	Despatch Rider Tk. 250—362	18—25 years,	By promotion from MLSS.	Read up to Class-VIII and must have physical fitness. Must possess valid Motor Cycle driving licence.
	M.L.S.S. Tk. 225—345	Do.	..	Read up to Class-VIII and must have physical fitness.

By order of the President

MD. SHAMSUL HAQUE CHISHTY

Secretary,

MINISTRY OF ESTABLISHMENT

NOTIFICATION

Dhaka, the 12th March 1985

No. S.R.O. 128-L/85.—In pursuance of the Proclamation of 24th March, 1982 and in exercise of all powers enabling him in that behalf, the Chief Martial Law Administrator is pleased to make the following rules, namely:

THE NAZIR TELEPRINTER OPERATOR FRANKING MACHINE OPERATOR, CARPENTER CANE MISTRY AND POLISHER (ESTABLISHMENT MINISTRY) RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called the Nazir, Teleprinter Operator, Franking Machine Operator, Carpenter, Cane Mistry and Polisher (Establishment Ministry) 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 purpose of these rules ;
- (e) “requisite qualification” in relation to a specified posts, 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 of clause (3) of Articles 29 of the Constitution of the People’s Republic of Bangladesh, 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:

Provided that the upper limit of age may be relaxed in the case of a person who has already been appointed to a specified post on *ad hoc* basis, by such period as he may have been holding the post continuously as an *ad hoc* appointee.

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 domicile 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 by a Medical Board set up for the purpose by the Director General 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 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) 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 services; 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 by order.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	Nazir Tk. 370—745	..	By promotion from amongst L.D. Assistant.	5 years' experience in the feeder post.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
2	Teleprinter Operator Tk. 300—540	18—25 years.	By direct recruitment.	HSC or equivalent and 5 years' working experience.
3	Franking Machine Operator Tk. 250—362	..	By promotion from MLSS.	5 years' working experience.
4	Carpenter Tk. 275—480	18—25 years.	By direct recruitment.	Read up to Class VIII and must have physical fitness and practical experience in the trade.
5	Cane Mistry Tk. 250—362	18—25 years.	Ditto	Ditto.
6	Polisher Tk. 250—362	18—25 years.	Ditto	Ditto.

By order of the President

MD. SHAMSUL HAQUE CHISHTY

Secretary.

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