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

NOTIFICATION

Dhaka, the 30th March, 1985

**No. S.R.O. 151-L/85/MOD-1Ni-3/D-10/82.**—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 GAZETTED AND NON-GAZETTED EMPLOYEES (DEPARTMENT OF CYPHERS) RECRUITMENT RULES, 1985.**

1. **Short title** :—These rules may be called The Gazetted and Non-Gazetted Employees (Department of Cyphers) 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 posts any officers 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) "requisite qualification" in relation to a specified post, means the qualifications as laid down in the Schedule in relation to that post;

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- (e) "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;
- (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 and quota, appointment to a specified post shall be made—

- (a) by direct recruitment; or
- (b) by promotion.

(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 as laid down in the schedule for that post.

**4. Appointment by direct recruitment.**—(1) Subject to the Bangladesh Public Service Commission (Consultation) Regulation, 1979, no appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Commission. However, appointment to a specified post which is out of purview of the Commission shall be made on the recommendation of a Committee formed by the Government.

(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; 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 or a medical officer set up or appointed 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 discharge of the duties of the specified post.
- (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 or Appointing Authority 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) 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 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 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 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.

7. **Repeal.**—The Department of Cyphers (Gazetted Officers) Recruitment Rules, 1979 and the Department of Cyphers (Non-Gazetted Employees) Recruitment Rules, 1979, are hereby *repealed*.

## SCHEDULE

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	..	By promotion from Deputy Director. If no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion</i> : Ten years' Class I service including three years' service in the feeder post.  <i>For direct recruitment</i> :  (a) 1st Class Master's degree or 2nd Class Master's degree with 2nd Class Honours in Arts or Science from a recognised University. A candidate with such degree in Mathematics or had Mathematics as one of his subjects in degree course will be given preference.  (b) Twelve years' experience with seven years' in any responsible post in a Cypher Organisation and with administrative background.
2	Deputy Director	..	By promotion from Cypher Officer.	Seven years' service in the feeder post.
3	Cypher Officer	..	(i) One-third by promotion from amongst Cypher Officer.	<i>For promotion</i> : Eight years' service as Cypher Assistant or 10 years'

Not exceeding 45 years.

	Assistants/Assistant/Stenographer.	service as Assistant/Stenographer.
Between 18 and 27 years, relaxable up to 35 years for departmental candidate.	(ii) Two-third by direct recruitment.	<p>For direct recruitment: 1st Class Master's degree or 2nd Class Master's degree with 2nd Class Honours in Arts or Science from a recognised University. A candidate having Mathematics as one of his subjects in degree course or sufficient knowledge in Cypher/Printing will be preferred.</p>
4 Cypher Assistant ..	(i) One-third by promotion from Cypher Assistant-cum-Typists. (ii) Two-third by direct recruitment.	<p>For promotion: 5 years' service in the feeder post.</p> <p>For direct recruitment: Bachelor's degree from a recognised University. A candidate having Mathematics as one of the subjects will be given preference.</p>
5 Assistant .. ..	By promotion from L.D.C.-cum-Typists.	5 years' service in the feeder post.
6 Stenographer	As per rule prescribed by Government.	
7 Cypher Assistant-cum-Typist.	By direct recruitment	<p>(i) Higher Secondary certificate from a recognised Board. A candidate having Mathematics as one of the subjects will be given preference.</p> <p>(ii) Typing speed per minute 25 words in Bengali and 30 words in English.</p>

1	2	3	4	5
8	L.D.A.-cum-Typist	As per rule to be prescribed by Government.		
9	Driver	Between 18 to 27 years.	By direct recruitment	(a) Read up to Class VIII, and (b) Must possess valid heavy motor driving licence with 2 years' experience.
10	Gestetner Operator	--	By promotion from amongst M.L.S.S.	5 years' service in the feeder post with knowledge of operating duplicating machine.
11	M.L.S.S.	Between 18 to 27 years	By direct recruitment	Read up to Class VIII and must know Bi-cycle riding.
12	Sweeper	Ditto	Ditto	Read up to Class VIII or a professional Sweeper.

By order of the President

A. S. H. K. SADIQUE

Secretary.

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