

The  
Bangladesh Gazette



Extraordinary  
Published by Authority

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THURSDAY, APRIL 18, 1985

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF DEFENCE

Defence Division

[NOTIFICATION

Dhaka, the 1st April 1985

No. S. R. O.-157-L/85/বিবি-1/84/D-2.—In pursuance of Proclamation of the 24th March, 1982, and in exercise of all powers enabling him in that behalf, the President is pleased to make the following rules, namely:—

THE OFFICERS AND EMPLOYEES OF SURVEY OF BANGLADESH  
RECRUITMENT RULES, 1985.

1. Short Title :—These rules may be called The Officers and Employees of Survey of Bangladesh Recruitment Rules, 1985.

2. Definition.—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) "Department" means the Survey of Bangladesh ;
- (d) "Head of Department" means Srurveyor General of Bangladesh ;

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(2809)

Price : Taka 1.25

- (e) "Probationer" means a person appointed on probation to a specified post;
- (f) "recognised University/Board" means a University/Board established by or under any law for the time being in force and includes any other University/Board declared by the Government, after consultation with the Commission, to be a recognised University/Board for the purpose of these rules;
- (g) "requisite qualification" in relation to a specified post means the qualification 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 provision of the schedule, appointment to a specified post shall be made—

- (a) by direct recruitment ;
- (b) by promotion; or
- (c) by deputation from Army Officers.

(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 such Recruitment Committee as may be constituted 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 ;

- (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/Survey of Bangladesh while inviting applications for the specified posts ; 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 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 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 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 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. **Additional conditions of service for technical staff.**—(1) Change of designation from one trade to another is permissible if the person concerned has attained the required proficiency in that trade to which he/she opted.

(2) The person, on change of designation, will be junior to the persons already serving in that trade and grade.

8. **Security Bonds.**—Personnel on appointment will be required to execute a security bond on the prescribed form.

## SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualifications and experience.
1	2	3	4	5
1	Surveyor General	..	By promotion from Directors on the basis of merit-cum-seniority. If no suitable candidate is available, by deputation.	18 years' Class-I service including 4 years' service as Director in Survey of Bangladesh.
2	Director	..	By promotion from Superintendent of Survey.	15 years' Class-I service including 4 years' service as Superintendent of Survey in Survey of Bangladesh.
3	Superintendent of Survey	..	(a) 2/3rd by promotion on selection basis from Assistant Superintendent of Survey on the basis of merit-cum-seniority. (b) 1/3rd by promotion on selection basis from Army Officer, holding the post of Assistant Superintendent in Survey of Bangladesh.	(a) 7 years' service in the feeder post. (b) 7 years' regular commissioned service including at least 3 years' as Assistant Superintendent of Survey.
4	Manager.	..	By promotion from Assistant Manager.	10 years' service in the feeder post.
5	Deputy Director (Administration).	..	By promotion from Administrative Officer on the basis of merit-cum-seniority.	10 years' service in the feeder post.

1	2	3	4	5
6	Assistant Superintendent of Survey.	Between 18 to 27 years.	<p>(a) 1/3rd by promotion from Sub-Assistant Superintendent and Technical Assistant on the basis of merit-cum-seniority.</p> <p>(b) 1/3rd by deputation from Army Officer, and</p> <p>(c) 1/3rd by direct recruitment through competitive examination conducted by P.S.C.</p>	<p>(a) <i>For promotion:</i> 6 years' service in the feeder post of Sub-Assistant Superintendent and Technical Assistant of (Field, Photogrammetry, Geodesy, Photography and Drawing).</p> <p>(b) <i>For deputation:</i> The post of Assistant Superintendent of Survey for Army Officers will be filled up from the Corps of Engineers having experience and training in survey works.</p>
7	Assistant Surgeon	Not exceeding 30 years.	By direct recruitment. If no suitable person is available by direct recruitment, by deputation from BCS (Health) Cadre.	<p>(c) <i>For direct recruitment:</i> 1st Class Master degree or 2nd Class Master degree with 2nd Class Honours with Mathematics as a principal subject in Degree course or a Graduate in Civil Engineering from a recognised University.</p>
8	Administrative Officer	Between 27 and 35 years.	<p>(a) By promotion</p> <p>(b) By direct recruitment</p>	<p>At least M.B.B.S. from a recognised University. Preference will be given to experienced hand.</p> <p><i>For Promotion:</i></p> <p>(a) At least 5 years' service as—</p>

- (i) Office Superintendent in Survey of Bangladesh.
- (ii) must be well-versed in preparation of budget and accounts matters.
- (iii) must have an up to date knowledge in service rules and regulation and interpretation thereof.
- (iv) ability to control subordinate staff.
- OR
- (b) At least 10 years' service as—
- (i) Stenographer including 3 years' in Selection Grade.
- (ii) must be skilled in writing correspondence and well-versed in general and administrative matters.
- (iii) must have an up to date knowledge of service rules and regulations and interpretation thereof.
- (iv) ability to control subordinate staff.

*For direct recruitment:*

- (f) A degree from a recognised University.

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(ii) 5 years of experience in—

(a) Accounts service and leave rules. OR

(b) General administration in a Government department/Autonomous or Semi-Autonomous Bodies.

(iii) Ability to control subordinate staff.

## 9 Assistant Manager

Not exceeding 27 years, relaxable by 5 years in the case of a departmental candidate.

(a) 50% by promotion from amongst the Technical Assistant (Reproduction) of Lithographic Printing Office.

(b) 50% by direct recruitment

(a) For promotion: 5 years' experience as Technical Assistant (Rep) in the Lithographic Printing Office of Survey of Bangladesh.

(b) For direct recruitment: 2nd Class Master degree in Chemistry, Physics or Mathematics from a recognised University.

## 10 Store Officer

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(a) By promotion from Store Supervisor, if no suitable candidate is available for promotion, by direct recruitment.

(a) For promotion: 5 years' service in the feeder post.

(b) For direct recruitment: 2nd Class Master degree from a recognised University.



11 Sub-Assistant Superintendent.			(a) 40% by promotion from amongst the Grade-I staff of Surveyor, Computer, Draftsman, Leveller and Traverser of Survey of Bangladesh on the basis of merit-cum-seniority.	(a) For promotion: 5 years' service in the feeder post.
			(b) 60% by direct recruitment.	(b) For direct recruitment: Graduate with Mathematics as a subject in Degree course or Diploma in Civil Engineering from a recognised University.
12 Technical Assistant	Ditto	Between 18 to 25 years.	(a) 60% Ditto	(a) Ditto.
			(b) 40% Ditto	(b) Ditto.
13 Technical Assistant (Field)	Ditto		(a) 60% Ditto	(a) Ditto.
			(b) 40% Ditto	(b) Ditto.
14 Technical Assistant (Drawing)	Ditto		(a) 50% Ditto	(a) Ditto.
			(b) 50% Ditto	(b) Ditto.
15 Technical Assistant (Photogrammetry).	Ditto		(a) 50% by promotion from amongst the Grade-I staff of Surveyor and Draftsman of Survey of Bangladesh on the basis of merit-cum-seniority.	(a) For promotion: 5 years' service in the feeder post with experience in working in a Photogrammetric plotting machine like A-7, A-10 and B-8.
			(b) 50% by direct recruitment	(b) For direct recruitment: Graduate with Mathematics as a subject in Degree course or Diploma in Civil Engineering from a recognised University.

1	2	3	4	5
16	Technical Assistant (Workshop).	--	100% by promotion from Grade-I instrument mechanics.	100% by promotion from Grade-I 5 years' service in the feeder post.
17	Technical Assistant (Photography).	--	100% by promotion from amongst the Grade-I Photographer of Survey of Bangladesh on the basis of merit-cum-seniority.	5 years' service in the feeder post.
18	Technical Assistant (Reproduction).	Between 18 to 27 years.	(a) 50% by promotion from amongst the Grade-I reproduction staff of the Survey of Bangladesh on the basis of merit-cum-seniority. (b) 50% by direct recruitment.	(a) For promotion: 5 years' service in the feeder post. (b) For direct recruitment: Graduate with Chemistry or Diploma in Chemical/Mechanical Engineering from a recognised University/Institute.
19	Technical Assistant (Stores).	Between 18 to 27 years.	(a) 60% by promotion from amongst the Grade-I Store Keeper of Survey of Bangladesh on the basis of merit-cum-seniority. (b) 40% by direct recruitment	(a) For promotion: 5 years' service in the feeder post with experience in working in a Photogrammetric plotting machine like A-7, A-10 and B-8. (b) For direct recruitment: Graduate with Mathematics as a subject in Degree course from a recognised University.
20	Stenographer	As per rule prescribed by Government.		

21	Map Curator	..	By promotion from amongst the Grade-I Record Keeper (Tech.) of Survey of Bangladesh on the basis of merit-cum-seniority.	5 years' service in the feeder post.
22	Welfare and Security Officer	..	By deputation from Army	The post is to be filled up by an Army Officer not below the rank of J.C.O.
23	Store Supervisor	..	By promotion from amongst the Technical Assistant (Store) on the basis of merit-cum-seniority.	..
24	Assistant Librarian	Between 18 to 27 years.	By direct recruitment	For direct recruitment: Graduate in Library Science from a recognised University.
<b>Technical posts—Unfixed Estab.—</b>				
<b>Topographical Staff :</b>				
25	(i) Surveyor, Draftsman, Traverser, Leveller, Store Keeper, Record Keeper (Grade-I).	..	By promotion from (Grade-II) Surveyor, Draftsman, Traverser, Leveller, Store Keeper, Record Keeper on the basis of merit-cum-seniority.	5 years' service in the feeder post.
	(ii) Ditto (Grade-II)	..	By promotion from (Grade-II) Surveyor, Draftsman, Traverser, Leveller, Store Keeper, Record Keeper on the basis of merit-cum-seniority.	3 years' service in the feeder post.
	(iii) Ditto (Grade-III)	..	By promotion from (Grade-IV) Surveyor, Draftsman, Traverser, Leveller, Store Keeper, Record Keeper on the basis of merit-cum-seniority.	3 years' service in the feeder post.

1	2	3	4	5
(iv)	Surveyor, Draftsman, Traveller, Lcveller, Store Keeper, Record Keeper (Grade-IV).	--	By appointment of trainee	Successful completion of 2 years' departmental training.
(v)	Ditto (Trainee)	Between 18 to 27 years.	100% by direct recruitment	<i>For direct recruitment:</i> Higher Secondary Certificate from a recognised Board.
25	Computer (Grade-I)	..	By promotion from Grade-II Computers on the basis of merit-cum-seniority.	At least 5 years' service in the feeder post.
	Ditto (Grade-II)	..	By promotion from Grade-III Computers on the basis of merit-cum-seniority.	3 years' service in the feeder post.
	Ditto (Grade-III)	..	By promotion from Grade-IV Computers on the basis of merit-cum-seniority.	3 years' service in the feeder post.
	Ditto (Grade-IV)	..	By appointment of trainee	Successful completion of 2 years' departmental training.
	Ditto (Trainee)	..	100% by direct recruitment	<i>For direct recruitment:</i> Higher Secondary Certificate with Mathematics as a principal subject.
<b>Reproduction Staff :</b>				
27	Litho-Draftsman, Litho Machine Printer, Prover, Photo/Negative Retoucher, Letter Press Printer, Monotype Operator,			

Compositor, Negative Plate Keeper, Technical Clerk, Map Store Keeper, Culotine Operator, Powder, Process Operator, Hand Press Printer, Machine Feeder :

Ditto (Grade-I)	..	By promotion of Grade-II re-production staff on the basis of merit-cum-seniority.	5 years' service in the feeder post.
Ditto (Grade-II)	..	By promotion of Grade-III re-production staff on the basis of merit-cum-seniority.	3 years' service in the feeder post.
Ditto (Grade-III)	..	By promotion of Grade-IV re-production staff on the basis of merit-cum-seniority.	3 years' service in the feeder post.
Ditto (Grade-IV)	..	By appointment of trainee	Successful completion of 2 years' departmental training.
Ditto (Trainee)	Between 18 to 27 years.	100% by direct recruitment	<i>For direct recruitment:</i> Higher Secondary Certificate from a recognised Board.
28 Photographer (Grade-I)	..	By promotion from Grade-II Photographer on the basis of merit-cum-seniority.	5 years' service in the feeder post.
Ditto (Grade-II)	..	By promotion from Grade-III Photographer on the basis of merit-cum-seniority.	3 years' service in the feeder post.
Ditto (Grade-III)	..	By promotion from Grade-IV Photographer on the basis of merit-cum-seniority.	3 years' service in the feeder post.

1	2	3	4	5
Photographer (Grade-IV)	..	By appointment of trainee	Successful completion of 2 years' departmental training.	
Ditto (Trainee)	Between 18 to 27 years.	100% by direct recruitment	<i>For direct recruitment</i> : Higher Secondary Certificate in Science Group from a recognised Board.	
29 Plate Maker (Grade-I)	..	By promotion from Grade-II Plate maker on the basis of merit-cum-seniority.	5 years' service in the feeder post.	
Ditto (Grade-II)	..	By promotion from Grade-III Plate maker on the basis of merit-cum-seniority.	3 years' service in the feeder post.	
Ditto (Grade-III)	..	By promotion from Grade-IV Plate maker on the basis of merit-cum-seniority.	3 years' service as Grade-IV Plate maker.	
Ditto (Grade-IV)	..	By appointment of trainee	Successful completion of 2 years' departmental training.	
Ditto (Trainee)	Between 18 to 27 years.	100% by direct recruitment	<i>For direct recruitment</i> : Higher Secondary Certificate in Science Group from a recognised Board.	
30 Mechanical/Electrical (P. Eng.) (Foreman), Grade-I.	Ditto	By direct recruitment	Diploma in Mechanical/Electrical Engineering from a recognised Institute.	
Non-Topographical and Non-reproduction Staff:				

31	Instrument Mechanic 'A'		By promotion from 'B' Class Instrument Mechanic.	3 years' service in the feeder post.
	Ditto 'B'	Between 18 to 27 years.	By direct recruitment	Higher Secondary Certificate in Science Group from a recognised Board.
32	Electrician		By promotion from 'B' Class Electrician on the basis of merit-cum-seniority.	
33	Electrician 'B'		By promotion from 'A' Class Assistant Electrician on the basis of merit-cum-seniority.	3 years' service in the feeder post.
34	Assistant Electrician 'A'		By promotion from Class 'B' Assistant Electrician on the basis of merit-cum-seniority.	
35	Assistant Electrician 'B'	Between 18 to 27 years.	By direct recruitment	S.S.C. passed with wiring licence from a recognised authority.
36	Artificer 'A'		By promotion from Artificer 'B' Class.	5 years' service in the feeder post.
37	Artificer 'B'	Between 18 to 27 years.	(a) 20% by promotion from Class IV personnel on the basis of merit-cum-seniority. (b) 80% by direct recruitment	(a) For promotion: 3 years' service in the feeder post and possessing requisite qualification. (b) For direct recruitment: Holding the Vocational Training Certificate in respective subject.
38	Black smith/Carpenter		(a) 20% by promotion from Class-IV personnel on the basis of merit-cum-seniority. If no suitable candidate is available for promotion, by direct recruitment. (b) 80% by direct recruitment	(a) For promotion: 3 years' service in the feeder post with experience in the line. (b) For direct recruitment: Holding the Vocational Training Certificate in respective subject from a recognised Institute.

1	2	3	4	5
39	Book Binder	--	By promotion from Daftary on the basis of merit-cum-seniority.	Holding the post of Daftary.
40	Despatch Rider	Between 18 to 27 years.	By direct recruitment	(i) Certificate of reading up to Class-VIII. (ii) Must possess valid driving licence of motor cycle with 3 years' experience.
<b>Non-Technicians:</b>				
41	Office Superintendent	--	By promotion from Head Clerks, Cashier and Upper Division Assistant.	..
42	Stenographer	--	As per rules prescribed by the Government.	
43	Head Clerk	--	By promotion from Upper Division Assistant.	With sufficient experience in administration and accounts.
44	Cashier	--	By promotion from UDA/LDA-cum-Typist.	6 years' service in the feeder post. Must furnish cash security as per rule.
45	Upper Division Assistant	--	As per rules prescribed by Government.	
46	Steno-typist	--	Ditto.	
47	Lower Division Assistant	--	Ditto.	
48	Driver-Mechanic	--	By promotion from Driver	At least 8 years' service as M.T. Driver.



49	Motor Transport Driver	Between 18 to 27 years.	By direct recruitment	Must possess heavy duty Driving Licence with 3 years' experience.
50	Compounder	Between 18 to 27 years.	By direct recruitment	At least holding vocational compoundership Certificate from a recognised institute.
<b>Security Guards :</b>				
51	Security Jamadar	..	By promotion from Security guards	4 years' service in the feeder post with experience as security guards.
52	Security guards	Between 18 to 27 years.	By direct recruitment from senior seasonal MLSS.	Read up to Class VIII and must possess good physique.
<b>MLSS :</b>				
53	Rep Workman	..	By promotion from Khalasi, Mate, etc.	4 years' service in the feeder post with aptitude to work on printing Machines.
54	Daftary	..	By promotion from Khalashi, Mate, etc.	4 years' service in the feeder post with experience as MLSS and he should read and write Bengali, English. Handling of office files and ruling register. He should know book binding.
55	Jamadar (Cash Sarker)	..	By promotion from Daffadar	4 years' service in the feeder post with experience in handling pay, TA and other bills.
56	Daffadar	..	By promotion from Tindal	Must be reliable and trustworthy.
57	Tindal	..	By promotion from Mate	Capable of controlling the squad in the field.

1	2	3	4	5
58	Mate	..	By promotion from Khalasi	Physically strong and capable of maintaining discipline among the MLSS working with him in the field squads.
59	Khalashi	Between 18 to 27 years.	By direct recruitment	Read up to Class VIII and must possess a good physique and preference will be given to seasonal MLSS.
60	Mali	Ditto	By direct recruitment	Read up to Class VIII and 3 years' experience as Mali in a big garden or organisation.
61	Sweeper	Ditto	By direct recruitment	Read up to Class VIII or from professional sweeper caste.

By order of the President  
A.S.H.K. SADIQUE  
*Defence Secretary.*