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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF LAND ADMINISTRATION AND LAND REFORMS

Section No. IV

NOTIFICATION

Dhaka, the 1st April 1985.

S.R.O. IV-6/84-160-L/85.—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 OFFICERS AND EMPLOYEES (BOARD OF LAND ADMINISTRATION) RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called The Officers and Employees (Board of Land Administration) 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) "probationer" means a person appointed on probation to a specified post;
- (c) "Commission" means the Bangladesh Public Service Commission;

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- (d) "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;
- (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, appointment to the 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, 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 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 in the case of the gazetted posts or by the Civil Surgeon in case of the Non-Gazetted posts 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.

(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 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.

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	Chairman	By transfer on deputation of an Officer not below the rank and status of Joint Secretary to the Government having experience in Land Revenue administration.
2	Member	By transfer on deputation of an Officer not below the rank and status of Joint Secretary to the Government having experience in Land Revenue administration.
3	Secretary	By transfer on deputation of an Officer not below the rank and status of Deputy Secretary to the Government having experience in Land Revenue administration.
4	Assistant Secretary	(i) 50% by promotion from amongst Section Officer; and	(i) For promotion : At least 7 years' service with a good record of service for three consecutive years in the feeder post.

- (ii) 50% by transfer on deputation. *For transfer on deputation:* A Government officer of equivalent rank and status.
- (i) 50% by promotion from amongst the Accountant/Stenographer/Librarian/Upper Division Assistant; and
- (ii) 50% by transfer on deputation
- 5 Section Officer
- 6 Accountant .. 25 years
- 7 Librarian .. 25 years
- (i) *For promotion:* At least 7 years' service in the post of Accountant or Stenographer or Librarian or Upper Division Assistant.
- (ii) *For transfer on deputation:* A Government officer of equivalent rank and status.
- (i) *For promotion:* At least 5 years' service in the post of Cashier or Accounts Assistant.
- (ii) *For direct recruitment:* Bachelor Degree in Commerce from a recognised University with practical knowledge in Government Accounts. Preference shall be given to the candidate having M.A. Degree in Commerce/Accounting.
- (i) *For promotion:* 5 years' continuous service in the post of Library Assistant.
- (ii) *For direct recruitment:* Bachelor degree in Arts, Commerce or Science with Diploma in Library Science. Preference will be given to the candidates having M.A. degree in Library Science.
- By promotion from amongst the Cashier or Accounts Assistant and, if none is available or found suitable from such post, by direct recruitment.
- By promotion from amongst the Library Assistant and, if none is available or found suitable from such post, by direct recruitment.

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8	Cashier	..	25 years	By promotion from amongst the Accounts Assistant or Lower Division Assistant and, if none is available or found suitable from such posts, by direct recruitment.	(i) <i>For promotion:</i> At least 5 years' experience in the post of Accounts Assistant or Lower Division Assistant having knowledge of handling cash. (ii) <i>For direct recruitment:</i> Bachelors degree in Commerce.
9	Accounts Assistant (LDA)	Do.	Do.	By direct recruitment	At least H.S.C. in Commerce. Preference will be given to a candidate having experience in Government Accounts.
10	Library Assistant	--	Do.	Ditto	At least H.S.C. with Diploma in Library Science.
11	Record Supplier (LDA)	..	Do.	Ditto	At least H.S.C. passed.
12	Cash Sarker	..	Do.	By promotion from amongst the M.L.S.S. and, if none is available or found suitable from such post, by direct recruitment.	(i) <i>For promotion:</i> At least 5 years' experience in the post with knowledge of submitting bills and collecting cheques from A.G.B. (ii) <i>For direct recruitment:</i> S.S.C. with experience in the related work.
13	Plain Paper Copier Operator	Do.	Do.	By promotion from amongst the MLSS and, if none is found suitable from such post by direct recruitment.	(i) <i>For promotion:</i> At least 5 years' experience in the feeder post with knowledge of operating plain paper copier. (ii) <i>For direct recruitment:</i> S.S.C. with a fair knowledge in operating the plain paper copier.

14	Driver	..	Do.	By direct recruitment	(i) Class, VIII passed. (ii) Must possess valid driving licence with at least 5 years' experience in driving car.
15	Duplicating Machine Operator.	..	Do.	By promotion from amongst the MLSS and, if none is available or found suitable from such post, by direct recruitment.	(i) <i>For promotion:</i> At least 3 years' experience in the post of M.L.S.S. with knowledge of operating Duplicating Machine. (ii) <i>For direct recruitment:</i> At least S.S.C. with knowledge of operating Duplicating Machine.
16	Daftary	..	Do.	By promotion from amongst the MLSS on the basis of seniority- <i>cum</i> -fitness.	At least 3 years' experience in the post of M.L.S.S. with knowledge of Book binding.
17	M.L.S.S.	..	Do.	By direct recruitment	Must have read up to Class-VIII standard.

By order of the President

K. A. ZAMAN
Secretary.