

The  
**Bangladesh**  **Gazette**

**Extraordinary**  
**Published by Authority**

---

**THURSDAY, APRIL 25, 1985**

---

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**MINISTRY OF AGRICULTURE**  
**Agriculture and Forest Division**  
*Section-I*

**NOTIFICATION**

**Dhaka, the 24th April 1985**

No. S.R.O 194-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 SEED CERTIFICATION AGENCY (OFFICERS AND STAFF),  
RECRUITMENT RULES, 1985.**

1. **Short title.**—These rules may be called The Seed Certification Agency (Officers and Staff) 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 post 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) “probation” means a person appointed on probation to a specified post against a substantive vacancy ;

---

( 2923 )

**Price : 50 Paise**

- (d) "recognised Board" means a Board of Intermediate and Secondary Education established by or under any law for the time being in force and includes any other Board declared by the Government, after consultation with the Commission, to be a recognised Board for the purpose of these rules ;
- (e) "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 ;
- (f) "requisite qualification" in relation to a specified post means the qualification laid down 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 and instructions relating to reservation of posts, 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 case of direct recruitment, he is also within the age limit laid down in the Schedule for the post.

**4. Appointment by direct recruitment.**—(1) Subject to the provision of PSC (Consultation) Regulation, 1979, 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 ; 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 in the case of gazetted post, by a medical Board set up for the purpose by the Director General of Health Services and in case of non-gazetted posts, by Medical Officer duly authorised by the Government in this behalf 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 application for a specified post; and

(b) in 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) A person selected for appointment to a specified post against a substantive vacancy shall be appointed on probation—

(a) in 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 and 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 appointed.

(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, prescribe by order.

## SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	Administrative Officer.	Not exceeding 30 years.	By promotion from the post of Head Assistant, Superintendent, Personal Assistant, Stenographer, Upper Division Assistant, Accountant, Upper Division Assistant-cum-Accountant and if none is found suitable for promotion, by direct recruitment.	<p>(i) <i>For promotion:</i> At least 5 years' experience as Head Assistant, Superintendent and 7 years' experience as Personal Assistant, Stenographer, Upper Division Assistant, Accountant, Upper Division Assistant-cum-Accountant.</p> <p>(ii) <i>For direct recruitment:</i> Bachelor's Degree from a recognised University with at least 5 years' experience in office work of which at least 3 years' in supervisory capacity.</p>
2	Accountant and Upper Division Assistant-cum-Accountant.	Not exceeding 25 years.	By promotion from the Lower Division-cum-Cashiers or Cashiers, if none is found suitable for promotion by direct recruitment.	<p>(a) <i>For promotion:</i> At least 5 years' service as Lower Division-cum-Cashier or Cashier with the knowledge of preparation of budget, T.A. and D.A. bills and maintaining accounts.</p> <p>(b) <i>For direct recruitment:</i> Bachelor's degree preferably in Commerce from a recognised University. Should have knowledge of preparation of budget, maintaining Government account and preparation of all kinds of bills. Should also have knowledge of current T.A. and D.A. rules.</p>

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
3	Upper Division Assistant.	As per rules prescribed by the Government.		
4	Stenotypist	As per Recruitment Rules published in Notification No. S.R.O. 109-L/78/ED(SW III) 3-18/78/128, dated 16-5-1978.		
5	Cashier and Lower Division Assistant-cum-Cashier.	Between 18—25 years.	By direct recruitment	Higher Secondary Certificate preferably in Commerce from a recognised Board, should have knowledge in handling cash, preparation of all kinds of bills and writing of Government cash book. Appropriate amount of security money shall have to be deposited.
6	Lower Division Assistant-cum-Typist.	As per rules to be prescribed by the Government.		
7	Record Keeper	Between 18—25 years.	By direct recruitment	Higher Secondary Certificate from a recognised Board. Preference will be given to those who have knowledge in the line.
8	Electrician	Between 18—25 years.	By direct recruitment	Class VIII passed. Must have certificate from a recognised institute with the knowledge of handling electric equipments. Should have 3 years' experience in the line.

9	Driver	..	Between 18—25 years.	By direct recruitment	At least Class VIII passed having valid Motor Driving Licence with at least 2 years' practical experience in motor driving.
10	Machineman	..	Between 18—25 years.	(i) By promotion from the Class IV employees and if none is found suitable for promotion by direct recruitment.	(i) <i>For promotion:</i> Must have at least 5 years' service as Class IV employee and one year's experience in operating the Duplicating Machine. (ii) <i>For direct recruitment:</i> Class VIII passed with the experience operating duplicating machine for 2 years.
11	Laboratory Attendant.	..	Between 18—25 years.	By direct recruitment	Secondary School Certificate from a recognised Board, preferably in Science group. Preference will be given to those who have experience in the line.
12	Projector Operator	..	Between 18—25 years.	By promotion from amongst the Class IV employees, if none is found suitable for recruitment.	(i) <i>For promotion:</i> At least 5 years' service as Class IV employee and one year's experience in operating projector. (ii) <i>For direct recruitment:</i> Class VIII passed with the knowledge of operating project machine for 2 years.
13	Tag Printer	..	Ditto	By promotion from the Class IV employees. If none is found suitable for promotion by direct recruitment.	(i) <i>For promotion:</i> At least 5 years' service as Class IV employee and one year's experience in operating the printing machine. (ii) <i>For direct recruitment:</i> Class VIII passed with experience in operating machine for 2 years.

1	2	3	4	5
14	M.L.S.S.	.. Between 18—25 years.	By direct recruitment	.. Class VIII passed. Candidate should know cycling and have the experience in moving office files and delivery of office letters, documents, etc.
15	Darwān	.. Ditto	By direct recruitment	.. Read up to Class VIII. Should possess a good physique.
16	Sweeper	.. Ditto	By direct recruitment	.. Read up to Class VIII passed or professional sweeper.

By order of the President

S. A. MAHMOOD  
*Secretary.*