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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF AGRICULTURE  
Agriculture and Forests Division

NOTIFICATION

Dhaka, the 10th June, 1985

**No. S.R.O. 259-L/85.**—In pursuance of the Proclamation of 24th of March, 1982 and in exercise of all powers enabling him in that behalf, the President has been pleased to make the following rules, namely:—

**THE RECRUITMENT RULES FOR THE GAZETTED AND NON-GAZETTED (TECHNICAL AND NON-TECHNICAL) POSTS IN THE AIS, 1985.**

1. **Short title.**—These rules may be called The Recruitment Rules for the Gazetted and Non-Gazetted (Technical and Non-Technical) posts in the AIS, 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 person appointed on probation to a specified post;

- (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 post specified in the Schedule.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the Schedule and instructions relating in reservation of posts, 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 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 Service 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 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 and experience.
1	2	3	4	5
1	Director	..	By promotion from Deputy Director and Chief Information Officer of this organisation. If no suitable candidate is available then by deputation. By deputation from amongst the Officers of Department of Agricultural Extension.	<i>For promotees:</i> 5 years' service in the feeder post. Total service 10 years in the Class I post.
2	Deputy Director (Information Production).	..	By promotion from District Agriculture Information Officers/Farm Broadcasting Officer. If no suitable candidate is available, then by deputation. By deputation from the Officers of Agricultural Extension.	<i>For promotees:</i> 3 years' service in the feeder post. Total service 7 years in the Class I post.
3	Deputy Director (Mass Communication).	..	Ditto	Ditto.
4	District Agriculture Information Officer.	..	By promotion from Regional Farm Broadcasting Officer/Deputy Chief Information Officer/Editor. If no suitable candidate is available, then by deputation. By deputation from amongst the Officers of Agricultural Extension.	<i>For promotees:</i> 3 years' service in the feeder post. Total service 5 years in the Class I post.

5 Editor	..	..	By promotion from Publication Officer/Joint Editor.	<i>For promotees: 3 years' service in the feeder post.</i>
6 Press Manager	..	..	By promotion from Publication Officer/Silk Screen Artist/Audio-visual Artist/Joint Editor. If no suitable candidate is available then by deputation.	Ditto.
7 Chief Designer	..	..	By deputation from the Officers of Government Press or any other organisation.	Ditto.
8 Planning and Evaluation Officer.	..	..	By promotion from Audio-visual Artist/Silk Screen Artist. By promotion from Economic Investigator. If no suitable candidate is available then by deputation.	Ditto.
9 Training Officer	..	..	By deputation from Agricultural Extension. By promotion from Assistant Information Officer (Marketing and Forest), Assistant Information Officer, Mass Media Officer, Script Writer, Translator, Assistant Editor, Assistant Utilisation Officer, Assistant Training Officer, Exhibit Specialist. If no suitable candidate is available by direct recruitment.	Ditto.

Not exceeding 30 years.  
By direct recruitment ..  
*For direct recruitment : (a) 2nd Class Master Degree in Journalism/ (b) 2nd Class Master Degree with Honours in Literature with sufficient literary background and experience in the line.*

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
10	Farm Télécast Co-ordinator.	..	By promotion from Assistant Information Officer (Marketing and Forest), Assistant Information Officer, Mass Media Officer, Assistant Editor, Assistant Training Officer, Script Writer, Translator, Programme Communicator, Sound Studio Officer. If no suitable candidate is available, by direct recruitment.	(i) For promotees: 3 years' service in the feeder post.
		Not exceeding 30 years.	By direct recruitment .. ..	(ii) For direct recruitment: 2nd Class Master Degree with literary background and experience in the line.
11	Farm Broadcast Co-ordinator.	..	Ditto .. ..	Ditto.
12	Senior Administrative-cum-Accounts Officer.	..	By promotion from Accounts Officer and Administrative Officer.	For promotees: 3 years' service in the feeder post.
13	Audio-visual Artist ..	..	By promotion from Artist/Artist Designer/Graphic Artist. If no suitable candidate is available, by direct recruitment.	(i) For promotees: 3 years' service in the feeder post.

- Not exceeding By direct recruitment .. .. .  
30 years.
- (ii) *For direct recruitment:* Degree in Fine Arts/Commercial Arts from any recognised Institute/College, having 5 years' experience in preparing book cover, illustration, Poster, design work, silk screen, printing, wall chart, Diagram.
- 14 Silk Screen Artist .. .. .  
By promotion from Artist/Artist Designer/Assistant. Silk Screen Artist/Graphic Artist. If no suitable candidate is available for promotion, by direct recruitment.
- (i) *For promotees:* 3 years' service in the feeder post.
- (ii) *For direct recruitment:* Degree in Fine Arts/Commercial Arts from any recognised Institute/College, having 5 years' experience in preparing book cover, illustration, Poster, design work, silk screen, printing, wall chart, diagram.
- 15 Mass Communication Officer .. .. .  
By promotion from Exhibit Specialist/Assistant Information Officer/Assistant Editor/Assistant Utilisation Officer/Assistant Training Officer/Translator/Script Writer/Mass Media Officer/Programme Communicator/Sound Studio Officer.
- For promotees:* 3 years' service in the feeder post.
- 16 Senior Cinematographer .. .. .  
By promotion from Audio-visual Officer/Slide Photographer.
- Ditto.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
17	Senior Photographer	--	By promotion from Slide Photographer/ Audio-visual Officer/Photographer.	<i>For promotees</i> : 3 years' service in the feeder post.
18	Film Editor	Not exceeding 30 years.	By direct recruitment	<i>For direct recruitment</i> : Bachelor Degree with Diploma/Certificate in film-editing from any recognised Institution with at least 5 years' experience in film editing work in any Govt./Semi-Govt. Organisation or reputed firm. Preference will be given to those who are highly skilled in film editing. Educational Qualification and age is relaxable in case of skilled and otherwise found suitable.
19	Maintenance Officer (Transport and Audio-visual).	--	By promotion from Audio-visual Equipment Maintenance Officer/ Audio-visual Equipment Mechanic. If no suitable candidate is available, by direct recruitment.	(i) <i>For promotees</i> : 5 years' service in the feeder post.
20	Accounts Officer	Not exceeding 30 years.	By direct recruitment	(ii) <i>For direct recruitment</i> : Diploma in Electronics from any recognised Institution with 3 years' practical experience. <i>For promotees</i> : 3 years' service in the feeder post.



21	Economic Investigator	Not exceeding 30 years.	By direct recruitment	..	For direct recruitment: M.Com./M.A. in Economics, qualification is relaxable for highly experienced Departmental candidate.
22	Senior Composer	..	By promotion from the post of Composer. If no suitable candidate is available, by deputation from Govt. Press.	..	For promotees: 7 years' service in the feeder post.
23	Senior Letter Press Operator.	..	By promotion from Letter Press Operator. If no suitable candidate is available, by deputation from Govt. Press.	..	Ditto.
24	Senior Offset Machine Operator.	..	By promotion from Offset Printer. If no suitable candidate is available, then by deputation from Govt. Press.	..	Ditto.
25	Senior Offset Cameraman	..	By promotion from Offset Cameraman. If no suitable candidate is available, then by deputation from Govt. Press.	..	Ditto.
26	Senior Offset Plate Maker	..	By promotion from Offset Plate Maker. If no suitable candidate is available, then by deputation from Govt. Press.	..	Ditto.
27	Assistant Silk Screen Artist.	..	By promotion from Artist/Artist Designer/Offset Colour Separator/Graphic Artist.	..	Ditto.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
28	Press Mechanic	Not exceeding 30 years.	By direct recruitment	<i>For direct recruitment:</i> Diploma in Mechanical Engineering from any recognised Polytechnic Institute. Must have practical experience in repairing and overhauling of all types of offset Press. Qualification is relaxable in case of highly experienced candidate.
29	Masking Man	..	By promotion from Proof Reader/ Calligraphist.	<i>For promotees:</i> 7 years' service in the feeder post.
30	Offset Colour Separator	..	By promotion from Assistant Artist/ Retoucher-cum-Calligraphist. If no suitable candidate is available, then by direct recruitment.	(i) <i>For promotees:</i> 5 years' service in the feeder post.
Not exceeding 30 years.	By direct recruitment	..	(ii) <i>For direct recruitment:</i> Degree/ Diploma in Fine/Commercial Arts from any recognised Institution/ College having practical experience in colour separation work.	
31	Graphic Artist	Ditto.	Ditto	<i>For direct recruitment:</i> Degree/Diploma in Fine/Commercial Arts having practical experience in the line.
32	Auto-Mechanic	Ditto.	Ditto	<i>For direct recruitment:</i> Diploma in Auto-Mobile from any recognised Polytechnic Institute having practi-

cal experience in vehicle repairing. Qualification is relaxable in case otherwise found suitable.

*For promotees: 5 years' service in the feeder post.*

By promotion from amongst Speaker, Agriculture Information Centre Organiser, Technical Participant and Assistant Exhibit Specialist.

33 Programme Communicator ..

*For direct recruitment: S.S.C. with Diploma/Certificate in Printing Technology having 3 years' experience in operating and maintenance of Letter Press. Qualification is relaxable in case found otherwise suitable.*

By direct recruitment ..  
Not exceeding 30 years.

34 Letter Press Operator ..

*For promotees: 5 years' service in the feeder post.*

By promotion from Accounts Assistant/L.D. Clerk-cum-Typist/Store Keeper/Despatcher/Librarian/Film Librarian/Cashier.

35 Head Clerk-cum-Accountant ..

Ditto.

By promotion from Accounts Assistant/L.D. Clerk-cum-Typist/Store Keeper / Nazir-cum-Cashier / Sales Manager/Despatcher/Librarian/Film Librarian/Cashier.

36 Auditor ..

*For direct recruitment: S.S.C. with Certificate in Fine/Commercial Arts having 3 years' experience in preparing Illustration, Lettering, Key Drawing, Charts, Map, Layout, etc. Qualification is relaxable in case found otherwise suitable.*

By direct recruitment ..  
Not exceeding 30 years.

37 Retoucher-cum-Calligraphist ..

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
38	Film Librarian	Not exceeding 30 years.	By direct recruitment	For direct recruitment: H.S.C. having experience in Library work.
39	Stitching Machine Operator.	Not exceeding 27 years.	Ditto.	For direct recruitment: S.S.C. having 3 years' practical experience as Stitching Machine Operator. Qualification is relaxable in case of experienced candidate.
40	Cutting Machine Operator.	..	By promotion from Book Binder. If no suitable candidate is available, then by direct recruitment.	(i) For promotees: 3 years' service in the feeder post. (ii) For direct recruitment: S.S.C. having 3 years' practical experience in operating cutting machine. Qualification is relaxable in case of departmental candidate.
41	Tradle Machine Operator	Ditto	Ditto	For direct recruitment: Trade course passed from any recognised Institution. Qualification is relaxable in case otherwise found suitable.
42	Copy Holder	Ditto	Ditto	For direct recruitment: H.S.C. having sufficient experience in Proof Reading. Age and Qualification is relaxable if candidates found otherwise suitable.

43	Clerk-cum-Typist	..	Ditto	..	..	<i>For direct recruitment: H.S.C. having Typing Speed of 30 words p.m. Preference will be given to the experienced candidate.</i>
44	Developing Assistant	..	Ditto	..	..	<i>For direct recruitment: S.S.C. having knowledge of film developing, Printing and colour processing in Photography independently.</i>
45	Machine Inkman	..	Ditto	..	..	<i>For direct recruitment: S.S.C. having experience as Inkman in a reputed Press. Qualification is relaxable in case otherwise found suitable.</i>
46	Impositor	..	Ditto	..	..	<i>For direct recruitment: S.S.C. having practical experience in imposing-work in any reputed Press. Qualification is relaxable in case otherwise found suitable.</i>
47	Cash Sarker	..	Ditto	..	..	<i>For direct recruitment: S.S.C. (relaxable in case of departmental candidate).</i>

By order of the President

S. A. MAHMOOD  
*Secretary.*