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

NOTIFICATION

Dhaka, the 19th June 1984

No. S.R.O. 268-L/84.—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 OTHER EMPLOYEES' (DIRECTORATE OF INSPECTION AND AUDIT, MINISTRY OF EDUCATION) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called the Officer's and other Employees, (Directorate of Inspection and Audit, Ministry of Education) Recruitment Rules, 1984.

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 a person appointed on probation to a specified post;

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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;
- (g) "specified post" means a post specified in the Schedule.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the Schedule, 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.

4. **Appointment by direct recruitment.**—(1) Subject to the provisions of the Bangladesh Public Service Commission (Consultation) Regulations, 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;
- (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 or by a Medical Officer authorised by the Government in this behalf, as the case may be, 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 has applied in such form, accompanied by such fee and before such date, as was notified by the Commission while inviting application for that post; and
- (b) in the case of a person already in Government service or in the service of a local authority, he has applied through his official superior.

5. **Appointment by promotion.**—Appointment by promotion to a specified post shall be made on the recommendation of the Superior Selection Board or such Departmental Promotion Committee as the Government may constitute in this behalf, as the case may be:

Provided that appointment by promotion to a specified post of higher class shall be made on the recommendation of the Commission.

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 the conduct and work of the probationer are 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 have 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 were not satisfactory, may,—
  - (i) in the case of direct recruitment, terminate his service;
  - (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 departmental 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       | 2                           | 3   | 4  | 5  |
| 1       | Director                    | Not exceeding 45 years, relaxable by 5 years in cases of departmental candidates and also in cases of candidates with higher qualifications and wider experience. | <p>(i) By promotion of Joint Director</p> <p>(ii) By transfer on deputation of Government Officer of equivalent rank and pay scale, if no suitable Officer is available for promotion.</p> <p>(iii) By direct recruitment, if no suitable Officer is available for promotion or by transfer on deputation.</p> | <p><i>For promotion:</i> 3 years' service in the feeder post.</p> <p><i>For direct recruitment:</i></p> <p>(a) First Class Master's Degree or Second Class Master's Degree with Second Class Honours from a recognised University.</p> <p>(b) 15 years' experience in superior administrative assignment in reputed Government or Non-Government Organisation together with adequate experience in matters connected with inspection and audit and rules and regulations relating thereto.</p> |
| 2       | Joint Director              | Not exceeding 42 years, relaxable by 5 years in cases of departmental candidates and also in cases of candidates with   | <p>(i) By promotion from amongst the Deputy Directors.</p> <p>(ii) By transfer on deputation of Principals, Vice-Principals and</p>  | <p><i>For promotion:</i> 3 years' service in the feeder post.</p> <p><i>For direct recruitment:</i></p> <p>(a) First Class Master's Degree or</p>  |

higher qualifications and wider experience.

Professors of Colleges offering Honours Courses or Officers of equivalent rank and pay scale under the Ministry of Education, if no suitable Officer is available for promotion.

Second Class Master's Degree with Second Class Honours from a recognised University.

(b) 12 years' experience in superior administrative assignment in a reputed Government or Non-Government Organisation together with adequate experience in matters connected with inspection and audit and rules and regulations relating thereto.

(iii) By direct recruitment, if no suitable Officer is available for promotion or by transfer on deputation.

**3 Deputy Director** Not exceeding 35 years, relaxable by 5 years in cases of departmental candidates.

(i) 20% by direct recruitment

(ii) 80% by promotion from amongst the Inspector of Education.

OR

By transfer on deputation of Associate Professors of Colleges, Vice-Principals of Non-Honours Degree Colleges and Deputy Directors of Secondary and Higher Education.

*For direct recruitment:*

(a) First Class Master's Degree or Second Class Master's Degree with Second Class Honours from a recognised University.

(b) 10 years' experience in superior administrative assignment in reputed Government or Non-Government Organisation together with adequate experience in matters connected with inspection and audit and rules and regulations relating thereto.

(iii) By direct recruitment, if no suitable Officer is available for promotion or by transfer on deputation.

*For promotion: 4 years' service in the feeder post.*

| Sl. No. | Name of the Specified post.       | Age limit for direct recruitment.   | Method of recruitment.  | Qualification.  |
|---------|-----------------------------------|---|---|---|
| 1       | 2                                 | 3   | 4   | 5   |
| 4       | Inspector of Education.           | Not exceeding 32 years, relaxable by 5 years in cases of departmental candidates. | (i) 20% by direct recruitment.<br>(ii) 80% by promotion from amongst the Assistant Inspectors of Education.<br><b>OR</b><br>By transfer on deputation of Government Officer of equivalent rank and pay scale in case of non-availability of suitable Officer for promotion. | <i>For direct recruitment:</i><br>(a) First Class Master's Degree or Second Class Master's Degree with Second Class Honours from a recognised University.<br><br>(b) 7 years' experience in administrative assignment in reputed Government or Non-Government Organisation together with adequate experience in matters connected with inspection and audit and rules and regulations relating thereto. |
| 5       | Assistant Inspector of Education. | Not exceeding 30 years, relaxable by 5 years for departmental candidates.         | By direct recruitment<br><b>OR</b><br>By transfer on deputation of Assistant Professors or Officers of equivalent rank and pay scale under the Ministry of Education.   | <i>For direct recruitment:</i><br>(a) First Class Master's Degree or Second Class Master's Degree with Second Class Honours from a recognised University.<br>(b) 4 years' experience in administrative assignment in reputed Government or Non-Government Organisation together with adequate experience in matters connected with inspection and audit and rules and regulations relating thereto.     |

|    |                                     |   |   |  |
|----|-------------------------------------|---|---|--|
| 6  | Accounts Officer/<br>Audit Officer. | Not exceeding 27 years, relaxable for candidates with higher qualifications and wider experience. | By direct recruitment<br>OR<br>By transfer on deputation of Government Officers of equivalent rank and pay scale having experience in Accounts and Audit Works. | For direct recruitment:<br><br>(i) First Class Master's Degree or Second Class Master's Degree with Second Class Honours in any branch of Commerce from a recognised University.<br><br>(ii) Candidates with experience in Accounts or Audit will be given preference. |
| 7  | Administrative Officer.             | ..  | By promotion from amongst Superintendents and Head Assistants.  | 8 years' experience in a feeder post or posts specified in column 4.   |
| 8  | P.A. to Director                    | ..  | By promotion from amongst the Stenographers.  | 3 years' service as Stenographer.  |
| 9  | Superintendent/<br>Head Assistant.  | ..  | By promotion from amongst the Auditors.   | 3 years' service in the feeder post.   |
| 10 | Auditor                             | Not exceeding 35 years  | (i) 50% by promotion from amongst Upper Division Assistants.<br><br>(ii) 50% by direct recruitment  | For promotion:<br><br>3 years' service in the feeder post.<br><br>For direct recruitment:  |
| 11 | Assistant Accountant.               | Not exceeding 25 years  | By direct recruitment   | Bachelor's Degree from a recognised University preferably in Commerce with experience in Audit and Accounts works.<br><br>H. S. C. with knowledge in Accounting. Previous office experience preferable.  |

| Sl. No. | Name of the specified post. | Age limit for direct recruitment. | Method of recruitment. | Qualification.  |
|---------|-----------------------------|-----------------------------------|------------------------|---|
| 1       | 2                           | 3                                 | 4                      | 5   |
| 12      | Cashier                     | Not exceeding 25 years            | By direct recruitment  | H. S. C. with experience in handling cash and knowledge in accounting. Selected candidates will have to give a cash security of five thousand taka or a bond for the same amount from a permanent Class-I Government Officer. |
| 13      | Technical Assistant.        | Ditto                             | Ditto                  | S.S.C. with Training in Draftsmanship or Caligraphy. Artistic aptitude will be considered as an additional qualification.   |
| 14      | Record Keeper               | Ditto                             | Ditto                  | H.S.C. Knowledge in Office work preferable.   |
| 15      | Store Keeper                | Ditto                             | Ditto                  | H.S.C. Experience in store keeping will be considered as an additional qualification.   |
| 16      | Driver                      | ... Not exceeding 30 years        | Ditto                  | Must possess licence to drive heavy and light vehicles and must have read up to Class VIII.   |
| 17      | Gestetner Operator.         | Ditto                             | Ditto                  | S.S.C. with experience in operating duplicating machine. Educational qualification may be relaxed in case of specially experienced candidate.   |



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|----|---------------------------|------------------------|-------|--|
| 18 | Orderly/Peon/<br>M.L.S.S. | Not exceeding 25 years | Ditto | Read up to Class VIII. Should be smart, intelligent and capable of working hard.   |
| 19 | Guard                     | Not exceeding 30 years | Ditto | Read up to Class VIII. Must be physically fit for the job. Ex-service personnel with good service record will be given preference. |

By order of the President

**KHONDKER MIRAN AHMED**

*Deputy Secretary.*

প্রম ও জনশক্তি মন্ত্রণালয়

শাখা ১০।

বিজ্ঞপ্তিসমূহ

ঢাকা, ১৯শে জুন, ১৯৮৪।

নং এস,আর,ও ২৬৬-এল/৮৪/শা-১০/০(২)/৮৪—নিম্নতম মজুরী অধ্যাদেশ ১৯৬১ (১৯৬১ সনের ৩৯ নম্বর)-এর ৩নং ধারার (১) নং উপ-ধারা অনুযায়ী সরকার নিম্নলিখিত ব্যক্তিবর্গকে নিম্নতম মজুরী বোর্ডে সদস্য হিসাবে কাজ করিবার জন্য নিয়োগ দান করিলেন। তাহারা চা-বাগান শিল্পে নিয়োজিত শ্রমিক ও মালিক পক্ষের প্রতিনিধিত্ব করিবেন এবং উল্লেখিত অধ্যাদেশের ৫ নং ধারায় বর্ণিত বোর্ডের সকল কার্য সম্পাদন করিবেন:—

মালিক পক্ষের প্রতিনিধি:

- (১) জনাব এ, কামরুল, আই, চৌধুরী  
ডেপুটি ম্যানেজার,  
জেমস ফিনলে, পি, এল, সি,  
ফিনলে হাউস,  
পিও ব্লক-১১৮,  
চট্টগ্রাম।

শ্রমিক পক্ষের প্রতিনিধি:

- (১) জনাব রাজেন্দ্র প্রসাদ বুনরজী  
সহ-সভাপতি,  
বাংলাদেশ ফ্রি ট্রেড ইউনিয়ন ও  
সাধারণ উপদেষ্টা বাংলাদেশ চা শ্রমিক ইউনিয়ন,  
লেবার হাউস, মোলভী বাজার।

নং এস, আর, ও ২৬৭-এল/৮৪/শা-১০/২(১)/৮৪—১৯৬১ সনের নিম্নতম মজুরী অধ্যাদেশের (অধ্যাদেশ নং ৩৯) ৫ নং ধারার (১) নং উপ-ধারার ক্ষমতাবলে সরকার নিম্নতম মজুরী বোর্ডকে প্রয়োজনীয় তদন্ত করিয়া নিম্নে বর্ণিত শিল্প প্রতিষ্ঠানের শ্রমিক/কর্মচারীদের জন্য নিম্নতম মজুরী নির্ধারণের ব্যাপারে একটি সুপারিশমালা তৈরী করিয়া সরকারের নিকট পেশ করার জন্য নির্দেশ প্রদান করা যাইতেছে:

শিল্প প্রতিষ্ঠানের নাম

- ১। দর্জি কারখানা।
- ২। জুটে বেলিং প্রেস।
- ৩। আয়ুর্বেদিক কারখানা।
- ৪। হোমিওপ্যাথিক কারখানা।
- ৫। ফার্মাসিউটিক্যাল কারখানা।
- ৬। রি-রোলিং মিলস।
- ৭। জুতা কারখানা।

- ৮। হিমাগার ও বরফ কল।
- ৯। হোসিয়ারী শিল্প।
- ১০। লবণ পরিশোধন কারখানা।
- ১১। হোটেল ও রেস্টুরেন্ট শিল্প।
- ১২। অটোমোবাইল কারখানা।
- ১৩। প্রিন্টিং প্রেস শিল্প।
- ১৪। ম্যাচ কারখানা।

রাষ্ট্রপতির আদেশক্রমে  
সৈয়দ আনওয়ারুল ইসলাম  
উপ-সচিব।