

The
Bangladesh  Gazette

Extraordinary
Published by Authority

WEDNESDAY, NOVEMBER 14, 1979

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF MANPOWER DEVELOPMENT AND SOCIAL WELFARE

(Social Welfare Wing)

NOTIFICATION

Dacca, the 8th November 1979

No. S.R.O. 311-L/79.—In exercise of the powers conferred by the proviso to article 133 of the Constitution of the People's Republic of Bangladesh, the President after consultation with the Bangladesh Public Service Commission as required by clause (2) of article 140 of that Constitution, is pleased to make the following rules, namely:—

THE GAZETTED POSTS (DEPARTMENT OF SOCIAL WELFARE)
RECRUITMENT RULES, 1979

1. **Short title.**—These rules may be called the Gazetted posts (Department of Social Welfare) Recruitment Rules, 1979.

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) "Probation" means a person appointed on probation to a specified post;

(3635)

Price: Taka 1.50 Paise.

- (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 specified post, means the qualifications 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 and instructions relating to reservation for the purpose of clause (3) of article 29 of the Constitution, 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) 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 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 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 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 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) Soon after the completion of the period of probation including the extended period, if any, 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 satisfied 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.

THE SCHEDULE

Sl. No.	Name of the specified post.	Method of recruitment.	Age limit for direct recruitment.	Qualification and experience.
1	2	3	4	5
1	(i) Social Welfare Organiser	(a) (i) 10% by promotion from amongst the Filled Assistants.	..	1. For promotion : (a) Must have at least 5 years' experience as Field Assistant or at least 12 years' combined services as Field Assistant and Mohalla Level Workers or Village Social Worker. (b) Must have at least 5 years' service as Assistant Superintendent (Care Protection Centre), Assistant Managers (Vagrant Homes), Head Master (Sarkari Sishu Sadan), Teacher (Care Protection Centre), Graduate Teacher (Sarkari Sishu Sadan), Instructor for Trade Course (Pre-Voc), Instructor (Socio-Economic Centre). Craft Teacher (Deaf or Blind)
	(ii) Thana Social Welfare Officer	(ii) 5% by promotion from amongst Assistant Superintendents (Care Protection Centre), Assistant Managers (Vagrant Homes), Head Master (Sarkari Sishu Sadan),		
	(iii) Thana Youth Officer	Teacher (Care Protection Centre), Graduate Teacher (Sarkari Sishu Sadan), Instructor for Trade Course (Pre-Voc), Instructor (Socio-Economic Centre).		
	(iv) Assistant Superintendent, Correctional Service.	Craft Teacher (Deaf or Blind)		
	(v) Probation Officer	Instructor (Social Welfare In-service Training Centre), Assistant Teacher (Deaf and Blind),		
	(vi) Lecturer, Social Welfare In-service Training Centre.	Resource Teacher, Teacher and Projectionists.		
	(vii) Social Welfare Organiser, Voluntary Agencies Registration.			
	(viii) Research and Publication Officer.			
	(ix) Social Welfare Organiser, Baby Home.			
	(x) Social Welfare Organiser, Medical-Social Work.			

- (xi) Social Welfare Organiser, Urban Community Development Projects.
- (xii) Social Welfare Organiser, School Social Work.
- (xiii) Social Welfare Organiser, Youth Welfare.
- (xiv) Research Officer
- (xv) Liaison Officer
- (xvi) Officer-in-Charge, Training Integrated Educational Programme for the Blind Children.

Instructor (Social Welfare In-Service Training Centre).
 Assistant Teacher (Deaf and Blind),
 Resource Teacher, Teacher and Projectionists.

(b) 85% by direct recruitment of which 10% posts shall be reserved for orphans of the Orphanage, Care Protection Centre and other similar Institutions run and managed by the Social Welfare Department provided the candidates have requisite qualification at the time of recruitment. If none is available or found suitable, the quota shall be filled up by direct recruitment from outsiders.

Not more than 2. For direct recruitment:
 25 years.

Must have at least Master's Degree in any subject from a recognised University. All other things being equal, preference will be given to those who have Master's Degree in Social Welfare or Social Work.

1

2

3

4

5

2 Deputy Assistant Director ..

By promotion from amongst Social Welfare Organisers, Thana Youth Officers, Thana Social Welfare Officers, Assistant Superintendents (Correctional Services), Probation Officers, Lecturers (Social Welfare Inservice Training Centre), Managers (Vagrants Home), Superintendents (Sarkari Sishu Sadan, Care Protection Centre and Voluntary Agencies Registration), Research and Publication Officer, Social Worker (Baby Home), Social Welfare Organisers (Medical Social Work), Youth Welfare, Urban Community Development Projects, School Social Work and Day Care Centre, Superintendent (Socio-Economic Centre), Officer-in-charge (Training Integrated Educational Programme for the Blind Children), Headmaster (Government Deaf and Dumb School and Government Blind School), Works Manager (Training and Rehabilitation Centre for the Physically Handicapped), Headmaster (Deaf and Dumb School), Training and Rehabilitation Centre

.. Must have at least 5 years' experience in any of the feeder posts.

for the Physically Handicapped),
Research Officer and Liaison
Officer.

By promotion from amongst the
Head Assistants and Upper
Division Assistants or, when
none is found suitable for pro-
motion, by direct recruitment.

3 Administrative Officer

I. For promotion :

Must be a confirmed Head
Assistant with at least 5 years'
service as such. In case no
suitable Head Assistant is
available, the post may be
filled by promotion from
amongst confirmed Upper
Division Assistants with at
least 10 years' service as such.

II. For Direct recruitment..

Not more than
30 years.

Relaxable up to
35 years in
case of persons
serving in
Government
Department.

(a) Must have at least a Bache-
lor's degree from a recog-
nised University.

(b) Experience in running an
office for at least 5 years in
a Government Department.

I. For promotion :

By promotion from amongst
Auditor, Accountants, Upper
Division Assistant-cum- Ac-
countants or, when none is
found suitable for promotion,
by direct recruitment.

4 Accounts Officer

(a) The Auditors, Accountants
and Upper Division Assist-
ant-cum-Accountants, must
have passed H.S.C. exami-
nation.

1	2	3	4	5
				(b) must have 5 years' experience as Auditor or 7 years' experience as Accountant or Upper Division Assistant-cum-Accountant:
				Provided that persons with qualification less than that specified at (a) above, must have at least 10 years' experience in the posts from which they have been promoted to the posts specified above.
			Not more than 32 years.	II. For direct recruitment:
				(a) Must have at least a Bachelor's degree in Commerce from a recognised University.
				(b) Experience in Accounts for at least 7 years' in a Government Department or reputed firm.
				I. For promotion:
				Must have at least 5 years' experience as Store-Keeper in the scale of Taka 370—745 or 10 years' experience as Store-Keeper in the scale of Taka 300—540.
5	Store Officer	..	By promotion from amongst Store Keepers or, when none is found suitable for promotion, by direct recruitment.	

Not more than 28 years.

II. For direct recruitment:

- (a) Must have at least Bachelor's degree, preferably in Commerce from a recognised University.
- (b) Must have at least 3 years' experience in handling store.

(a) 50% by promotion from amongst Headmaster and Assistant Superintendent (Sarkari Shishu Sadan), Assistant Superintendent and Teacher (Centre for Care Protection) and Assistant Managers (Vagrants Home).

(b) 50% by direct recruitment.

6 (i) Superintendent, Centre for Care Protection, Training and Rehabilitation of Destitute Women and Orphan Children.

(ii) Superintendent, Sarkari Shishu Sadan.

(iii) Superintendent, Socio-Economic Centre.

(iv) Manager, Vagrants Home

(v) Social Worker, Baby Home

(vi) Social Welfare Organiser, Day Care Centre.

(vii) Headmaster, Government Deaf and Dumb School.

(a) 50% by promotion from amongst Headmaster (Physically Handicapped Centre), Graduate Instructor for Deaf (Social Welfare In-service Training Centre) and Graduate Teachers. (Government School for Deaf).

Not more than 25 years.

II. For Direct recruitment:

Must have a Master's degree from a recognised University.

I. For promotion:

Must have at least 7 years' experience in any of the feeder posts.

1	2	3	4	5
		(b) 50% by direct recruitment	Not more than 30 years.	<p>II. For direct recruitment:</p> <p>Must have at least a Master's degree and a degree in Bachelor of Education with at least one year's experience in teaching the deaf children. Preference will be given to those who have got foreign training in the field.</p>
	(viii) Headmaster, Government Blind School.	(a) 75% by promotion from amongst Headmaster Physically Handicapped Centre and Blind School, Graduate Instructor for Blind (Social Welfare In-vice Training Centre) and Graduate Teacher (Government School for Blind).	..	<p>I. For promotion:</p> <p>Must have at least 7 years' experience in any of the feeder posts.</p>
		(b) 25% by direct recruitment	Not more than 30 years.	<p>II. For direct recruitment:</p> <p>Must have at least a Master's degree and a degree of Bachelor of Education with at least one year's experience in teaching the blind children. Preference will be given to those who have got foreign training in the field.</p>

<p>(ix) Works Manager, Training and Rehabilitation Centre for the Physically Handicapped.</p>	<p>By direct recruitment</p>	<p>Not more than 27 years. Must have at least a Master's degree from a recognised University with at least one year's experience in Management of Workshop.</p>
<p>(x) Headmaster, Deaf and Dumb School Training and Rehabilitation Centre for the Physically Handicapped.</p>	<p>(a) 75% by promotion from amongst Headmaster (Physically Handicapped Centre) (Deaf), Graduate Instructors for Deaf (Social Welfare In-Service Training Centre) and Teachers (Government School for Deaf).</p>	<p>I. For promotion: Must have at least 7 years' experience in any of these feeder posts.</p>
<p>(xi) Headmaster, Blind School Training and Rehabilitation Centre for the Physically Handicapped.</p>	<p>(a) 75% by promotion from amongst Headmaster (Physically Handicapped Centre) (Blind School), Graduate Instructors for Blind (Social Welfare In-Service Training Centre) and Graduate Teachers (Government School for Blind).</p>	<p>Not more than II. For direct recruitment: 30 years. Must have at least a Master's degree and a degree of Bachelor of Education with at least one year's experience in teaching the deaf children. Preference will be given to those who have got foreign training in the field. I. For promotion: Must have at least 7 years' experience in any of the feeder posts.</p>

1	2	3	4	5
---	---	---	---	---

(b) 25 % by direct recruitment [Not more than 30 years.

II. For direct recruitment:

Must have a Master's degree and a degree of Bachelor of Education with at least one year's experience in teaching the blind children. Preference will be given to those who have got foreign training in the field.

7 Designer, Rural Social Services By direct recruitment

Not more than 30 years. Relaxable in case of Departmental candidates up to 40 years.

Must have a Bachelor's degree in Fine Arts from a recognised University with at least 2 years experience in crafts of bamboo, Cane, Coconut, skin, timber and clay and sewing and designing.

8 Assistant Designer

Ditto

Ditto

Must have a Bachelor's degree in Fine Arts from a recognised University or Diploma in designing or equivalent.

9 Assistant Publication Officer

Ditto

Ditto

(a) Must have a Bachelor's degree with Journalism or Public Relation as combination subject from a recognised University.

(b) At least five years' experience in editing Journals or News-paper and literary magazine, printing layout, Block making illustration and other materials related to publication in a Government Department, body corporate or reputed firm.

(c) Preference will be given to those who have experience in Social work activities and publication Work in a Government Department or body corporate.

(a) Must have a Master's degree in journalism or Public Relation from a recognised University.

(b) Preference will be given to those who have experience in Public Relation and Social Work activities in a Government Department or body corporate.

(a) Must have a Diploma in Photography.

(b) (i) Must have at least 3 years' experience of working independently as Movie Camera Man in a reputed film studio or Film producing firm or in a Government Department or body corporate;

Not more than 28 years. Relaxable in case of Departmental candidates up to 35 years.

Assistant Public Officer, Relation By direct recruitment

11 Movie Camera Man

Ditto

Ditto

5

4

3

2

1

- (ii) should be capable of doing indoor and out door location shooting on his own initiative; indoor covers; and
- (iii) knowledge of lighting sets for experience in shooting news and documentary film.
- (iv) experience in shooting news and documentary film.

Must have a Diploma in Photography. Candidates must know the handling of all sorts of still Camera, art of developing, printing and enlarging film.

Must have a Bachelor's degree in Fine Arts having at least 3 years' experience in art work, illustration, making designs, models, charts in Government Department or reputed firm.

Not more than 28 years. Renewable in case of Departmental candidates up to 35 years.

Ditto ..

.. By direct recruitment

..

Ditto ..

14 Assistant Director ..

15 District Social Welfare Officer

16 Principal, Social Welfare In-Service Training Centre.

17 Chief Probation Officer ..

18 Chief Medical Social Worker

(a) 75% by promotion from amongst Deputy Assistant Directors or when none is found suitable for promotion by transfer on deputation.

I. For promotion:

(a) Must have at least 5 years' experience as Deputy Assistant Director

or

(b) Must have at least 3 years' experience as Deputy Assistant Director and 7 years' experience in the feeder post of Deputy Assistant Director (combined 10 years experience).

19 Vice-Principal, Social Welfare In-Service Training Centre.

20 Production Superintendent for Vocational Training-cum-Production Centre for Destitutes.

21 Superintendent, Correctional Services.

22 Manager (Training and Rehabilitation Centre for the Blind).

23 Placement Officer (Training and Rehabilitation Centre for the Blind).

24 Rehabilitation Officer (Training and Rehabilitation Centre for the Blind).

25 Superintendent, Training and Rehabilitation (Vocational) Training Programme for men.

26 Controller of Vagrancy ..

II. For Direct recruitment:

Not more than 30 years. Relaxable up to 35 years in case of persons serving in a Government Department.

Must have at least 2nd Class Master's degree from any recognised University with at least 3 years' experience in the field.

(b) 25% by direct recruitment

5

4

3

2

27 Assistant Director
(Administration).

By promotion from amongst the Administrative Officers or, when none is found suitable for promotion, by direct recruitment.

Not more than 30 years. Relaxable up to 35 years in case of persons serving in a Government Department.

I. For promotees:
Must have at least 5 years' experience as Administrative Officer or at least 12 years' experience as Administrative Officer and Head Assistant combined in the Department of Social Welfare.

II. For direct recruitment:

Must have at least Master's degree from a recognised University with a minimum 3 years experience in Administrative post in any Government Department.

28 Assistant Director (Finance) ..

By promotion from amongst the Accounts Officers or, when none is found suitable for promotion, by direct recruitment.

Ditto ..

I. For promotees:

Must have at least 7 years' experience as Accounts Officer.

II. For direct recruitment:

Must have at least 2nd Class Master's degree in Commerce from a recognised University. Preference will be given to Candidates having experience in Accounts matters in a supervisory post in a Government Department or body corporate.

29	Designer	By direct recruitment	..	Not more than 35 years.	(a) Must have a Degree in Fine Arts or Graphic Arts from any recognised University with practical experience in Cottage Craft and Handicrafts work including designing experience. (b) Preference will be given to candidates having innovative potentialities in working with conventional and unconventional indigenous materials.
30	Economists	By direct recruitment	..	Not more than 28 years. May be relaxed up to 40 years in case of persons serving in a Government Department or bodies corporate.	(a) Must have a Master's degree in Economics not below 2nd Class from a recognised University preferably with experience in Socio-Economic research. (b) Must be conversant with procedure of collection, analysis and interpretation of reports. (c) Persons with Social Welfare, a combination subject in the graduation level, will be given preference.
31	Statistician	By direct recruitment	..	Not more than 28 years. Relaxable up to 40 years in case of persons serving in a Government Department or body corporate.	(a) Must have at least a 2nd Class Master's degree in statistics from a recognised University, preferably with experience in research work. (b) Must be conversant with procedure of collection analysis and interpretation of data and preparation of reports.

1

2

3

4

5

32 Publication Officer

... By promotion from amongst Assistant Publication Officers or when none is found suitable for promotion, by direct recruitment.

Not more than 30 years.

I. For promotions:

Must have at least 8 years' experience as Assistant Publication Officer.

II. For direct recruitments:

(a) Must have at least a Master's Degree in Journalism or Public Relations from a recognised University.

(b) Must have at least 5 years' experience in editing Journals, News Papers or literary magazines, printing layout, blockmaking illustration and other materials related to publication in a Government Department.

(c) Preference will be given to those who have experience in Social Work Activities and Public Relation Work in a Government Department.

33 Public Relation Officer

.. By promotion from amongst Assistant Public Relations Officer or, when none is found suitable for promotion, by direct recruitment.

Not more than 30 years.

I. For promotion:

Must have at least 5 years' experience as Assistant Public Relations Officer.

II. For direct recruitment:

(a) Must have at least a Master's Degree in Journalism or Public Relation from a recognised University.

(b) Must have at least 5 years' experience in Public Relation, Mass Communication and Motivation.

34 Research Officer

.. By direct recruitment

Not more than 28 years.

(a) Must have at least a Master's Degree in Psychology, Sociology, Social Welfare or Social Work from any recognised University.

(b) Preference shall be given to the candidates having experience in Socio-Economic research in any University.

1	2	3	4	5
35	Deputy Director ..	<p>By promotion on the basis to seniority-<i>cum</i>-merit from amongst Assistant Director, District Social Welfare Officer, Principal (In-service Training Centre), Chief Probation Officer, Chief Medical Social Worker, Vice-Principal (Social Welfare In-Service Training Centre), Production Superintendent for Vocational Training-<i>cum</i>-Production Centre for destitute, Superintendent (Correctional Services), Manager (Training and Rehabilitation Centre for the Blind), Placement Officer (Training and Rehabilitation Centre for the Blind), Rehabilitation Officer (Training and Rehabilitation Centre for the Blind), Superintendent, Training and Rehabilitation (Vocational Training Programme for the men) and Controller of Vagrancy.</p>	..	Must have at least 7 years' experience in a feeder post.
36	Additional Director of Social Welfare.	<p>(a) † of the posts by promotion from amongst the Deputy Directors on the basis of merit-<i>cum</i>-seniority to be selected by the Superior Selection Board.</p>	..	<p>For promotion: Must have at least 5 years' experience as Deputy Director.</p>

(b) $\frac{3}{4}$ of the posts by transfer
on deputation.

37 Director

.. .. By transfer on deputation on
selection by the Superior Sele-
ction Board.

By order of the President
A. B. S. SAFDAR
Secretary.