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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CABINET SECRETARIAT

Cabinet Division

NOTIFICATION

Dacca, the 15th December, 1978.

No. 4/3/78-Committee.—In partial modification of this Division Notification of even number, dated 3rd May 1978, Government have been pleased to nominate Mr A. K. M. Delwar Hossain, a retired Assistant Settlement Officer, in place of Mr Shamsuddin Hafez appearing at Sl. No. 2 of the said Notification, to work as a Member of the Committee constituted under this Division Resolution No. 4/3/78-Committee, dated 11th January 1978.

By order of the President

B. R. CHAUDHURY

Deputy Secretary.

(7501)

Price : 75 Paise.

MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND
CO-OPERATIVES.

Section VI.

NOTIFICATION

Dacca, the 18th December 1978.

No. S.R.O. 336-L/78/S-VI/3R-10/78/134.—In exercise of the powers conferred by section 146 of the Paurashava Ordinance, 1977 (Ord. No. XXVI of 1977), the Government is pleased to make the following amendment in the Municipal Committee (Taxation) Rules, 1960, namely:—

In the aforesaid rules, in Chapter III, *after* rule 31, the following new rule shall be *inserted*, namely:—

“31A. Increase of amount of assessment of a building.—If a Paurashava is satisfied that the rent of a building or portion thereof has been increased after the publication of the final assessment list to such an extent that, in the opinion of the Paurashava, it justifies the re-valuation of the building, it may, notwithstanding anything contained in these rules and after giving the owner an opportunity of being heard, direct the amendment of the assessment list by increasing the assessment on such building.”

By order of the President
FAZLUL KARIM CHOWDHURY
Deputy Secretary.

CABINET SECRETARIAT

Establishment Division.

NOTIFICATION

Dacca, the 18th December 1978.

No. S.R.O. 337-L/78/ED(IT)COTA/22/78.—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 CIVIL OFFICERS' TRAINING ACADEMY (EMPLOYEES)
RECRUITMENT RULES, 1978.

1. Short title.—These rules may be called the Civil Officers' Training Academy (Employees) Recruitment Rules, 1978

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) "Academy" means the Civil Officers' Training Academy;
- (b) "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;
- (c) "Commission" means the Bangladesh Public Service Commission;
- (d) "probationer" means a person appointed on probation to a specified post;
- (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 qualifications 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 for the purposes of clause (3) of article 29 of the Constitution, appointment to a specified post shall be made—

- (a) by direct recruitment;
- (b) by promotion from amongst persons already holding specified post; 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, if any, 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;
- (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 officer competent to issue medical certificate in terms of rule 14 of the Service Rules, Part I, 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 post; and

(b) in the case of a person already in Government service or in the service of a local authority, he applied through proper channel.

5. **Appointment by transfer and by promotion.**—(1) Appointment by transfer on deputation to a specified post shall be made by the appointing authority.

(2) Appointment by promotion shall be made—

(a) to the posts specified at serial No. 2 in column 1 of the Schedule on the recommendation of the Superior Selection Board constituted in the Establishment Division.

(b) to the posts specified at serial Nos. 3, 4, 7, 8, 9, 10 and 13 in column 1 of the Schedule on the recommendation of such Selection Committee as the Board of Governors of the Academy may constitute in this behalf; and

(3) A person shall not be eligible for appointment by promotion to a specified post if he has not been confirmed in any post on the ground of unsatisfactory service records or of his failure to fulfil any other requirement for confirmation in that post.

6. **Probation.**—(1) Persons selected for appointment to a specified post, otherwise than by transfer on deputation, 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 the service of the probationer; and
- (b) in the case of promotion, revert him to the post from which he was promoted.

(2) After the completion of the period of probation, 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.

Explanation.—The period of probation of a probationer shall be deemed to have been extended until any order under this sub-rule has been made.

(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

Serial No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Principal	By transfer on deputation. ..	Officers holding equivalent posts in any Government office.
2	Vice-Principal ..	Not exceeding 45 years.	By promotion from amongst the Chief Instructors and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation.	<p><i>For persons to be appointed by promotion—</i> At least 5 years' experience as Chief Instructor in the Academy.</p> <p><i>For persons to be appointed by direct recruitment—</i>At least Second Class Bachelor's Degree with Honours and Second Class Master's Degree in Public Administration, Economics, Statistics, Sociology, Psychology, Political Science or Commerce or Master's Degree in Business Administration from a recognised university with at least 14 years' experience in administrative position and/or in teaching in post-graduate classes.</p> <p><i>For persons to be appointed by transfer on deputation—</i>Officers holding equivalent posts in any Government office.</p>
3	Chief Instructor	Not exceeding 40 years.	(a) 50% by direct recruitment or by transfer on deputation; and	<p><i>For persons to be appointed by direct recruitment—</i>At least Second Class Bachelor's Degree with Honours and Second Class Master's Degree in Public</p>

(b) 50% by promotion from amongst the Instructors and, if none is found suitable for promotion, by direct recruitment.

Administration, Economics, Statistics, Sociology, Psychology, Political Science or Commerce or Master's Degree in Business Administration from a recognised university with at least 10 years' experience in administrative position and/or in teaching in post-graduate classes.

For persons to be appointed by transfer on deputation.—Officers holding equivalent posts in any Government office.

For persons to be appointed by promotion.—At least 5 years' experience as Instructor in the Academy.

4 Instructor

.. Between 30 and 35 years, the upper limit of age is relaxable up to 40 years for Government servant.

(a) 75% by direct recruitment or by transfer on deputation; and

(b) 25% by promotion from amongst the Research Officers and, if none is found suitable for promotion, by direct recruitment.

For persons to be appointed by direct recruitment.—At least Second Class Bachelor's Degree with Honours and Second Class Master's Degree in Public Administration, Economics, Statistics, Sociology, Psychology, Political Science or Commerce or Master's Degree in Business Administration from a recognised university with at least 5 years' experience in administrative position and/or in teaching in post-graduate classes.

For persons to be appointed by transfer on deputation.—Officers holding equivalent posts in any Government office.

For persons to be appointed by promotion.—At least 5 years' experience as Research Officer in the Academy.

Serial No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
5	Physical Instructor	Not exceeding 30 years.	By direct recruitment	Bachelor's Degree in Arts and Bachelor's Degree in Physical Education from a recognised university, preferably with experience.
6	Research Officer	Not exceeding 30 years.	By direct recruitment or by transfer on deputation.	<p><i>For persons to be appointed by direct recruitment.</i>—At least Second Class Bachelor's Degree with Honours and Second Class Master's Degree in Public Administration, Economics, Statistics, Sociology, Psychology or Political Science from a recognised university.</p> <p>Preference will be given to those having research experience and background in quantitative method.</p> <p><i>For persons to be appointed by transfer on deputation.</i>—Officers holding equivalent posts in any Government office.</p> <p><i>For persons to be appointed by promotion.</i>—At least 3 years' experience as Documentation Officer or Assistant Librarian in the Academy.</p> <p><i>For persons to be appointed by direct recruitment.</i>—At least Second Class Masters' Degree in Library Science from a recognised university with 5 years' experience in a reputed library.</p>
7	Librarian	Not exceeding 45 years.	By promotion from amongst the Documentation Officers and Assistant Librarians and, if none is found suitable for promotion, by direct recruitment.	<p><i>For persons to be appointed by direct recruitment.</i>—At least Second Class Masters' Degree in Library Science from a recognised university with 5 years' experience in a reputed library.</p>

- 8 Documentation Officer. Not exceeding 45] By promotion from amongst the Cataloguers and, if none is found suitable for promotion, by direct recruitment.
- 9 Assistant Librarian Between 25 and 35 years. By promotion from amongst the Cataloguers and, if none is found suitable for promotion, by direct recruitment.
- 10 Administrative Officer. Not exceeding 45 years. By promotion from amongst the Upper Division Assistants, Personal Assistants and Head Assistants and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation.
- For persons to be appointed by promotion—*
At least 5 years' experience as Cataloguer in the Academy.
- For persons to be appointed by direct recruitment—*At least Second Class Master's Degree in Library Science from a recognised university, preferably with practical experience.
- For persons to be appointed by promotion—*
At least 5 years' experience as Cataloguer in the Academy.
- For persons to be appointed by direct recruitment—*Master's Degree in Library Science from a recognised university, preferably with experience.
- For persons to be appointed by promotion—*
At least 10 years' experience as Upper Division Assistant, Personal Assistant or Head Assistant in the Academy.
- For persons to be appointed by direct recruitment—*Bachelor's Degree from a recognised university with at least 5 years' experience in Administration, managing records and correspondence.
- For persons to be appointed by transfer on deputation—*Officers holding equivalent posts in any Government office.

Serial No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
11	Accounts Officer	Not exceeding 45 years.	By direct recruitment or by transfer on deputation.	<p><i>For persons to be appointed by direct recruitment</i>—Bachelor's Degree in Commerce from a recognised university; candidates having experience in accounts work will be given preference.</p> <p>Qualification may be relaxed up to Higher Secondary Certificate in Commerce in case of candidates having at least 10 years' experience in accounts work.</p> <p><i>For persons to be appointed by transfer on deputation</i>—Officers holding equivalent posts in any Government office.</p>
12	Dormitory Steward	Not exceeding 45 years.	By direct recruitment	<p>Bachelor's Degree from a recognised university, preferably with experience in managing hostels or catering establishments.</p>
13	Head Assistant	Not exceeding 35 years.	By promotion from amongst the Upper Division Assistants and, if none is found suitable for promotion, by direct recruitment.	<p><i>For persons to be appointed by promotion</i>—At least 10 years' experience as Upper Division Assistant in the Academy.</p> <p><i>For persons to be appointed by direct recruitment</i>—Bachelor's Degree from a recognised university with 10 years' experience in office administration. Must have knowledge of typing, affixing and should be conversant with office rules, regulations, procedures, etc.</p>

- 14 Cataloguer
 - Between 20 and 30 years.
 - B/ direct recruitment
 - (a) Bachelor's Degree from a recognised university with diploma in Library Science or certificate in Library Science; and
 - (b) At least 3 years' experience in case of diploma holders and 5 years' experience in case of certificate holders.

- 15 Cashier
 - Between 21 and 35 years.
 - By direct recruitment
 - Higher Secondary Certificate with at least 3 years' experience in accounting and handling of cash. Must be financially solvent to deposit cash security as per standing rules.

By order of the President
SAFIUR RAHMAN
Deputy Secretary.