

Bangladesh



Gazette

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

NOTIFICATION

Dhaka, the 8th August, 1985

No. S.R.O. 361-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 BANGLADESH BUREAU OF EDUCATIONAL INFORMATION AND STATISTICS (OFFICERS AND STAFF) RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called The Bangladesh Bureau of Educational Information and Statistics (Officers and Staff) Recruitment Rules, 1985.

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

- (a) "appointment 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 against a substantive vacancy ;

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- (d) "recognised University/Board" means a University/Board established by or under any law for the time being in force and includes any other University/Board declared by the Government, after consultation with the Commission to be a recognised University/Board for the purposes 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; or
- (b) by promotion; or
- (c) by transfer on appointment or 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 or a permanent resident of, or domiciled in Bangladesh; or
- (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 an authorised Medical Officer, as the case may be, that he is 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 that 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 that 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 the Superior Selection Board, or, as the case may be, by 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 services.

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.
- (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 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, prescribe by order.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualifications.
1	2	3	4	5
1	Director	Not exceeding 45 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.	By promotion of the Chief Documentation, Library and Publication Division or the Chief, Statistics Division;	<i>For promotion</i> : 7 years of service in the feeder post or posts specified in column 4.
			<i>Or</i>	
			By transfer on appointment or deputation or by appointment on contract for such period and on such terms and conditions as the Government may decide.	
2	Chief, Documentation, Library and Publication Division.	Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.	By appointment/promotion from amongst Specialists and, if no suitable candidate is available for such appointment, by direct recruitment or by transfer on deputation.	<i>For promotion</i> : 7 years of service in the feeder post or posts specified in column 4. <i>For direct recruitment</i> : (a) First Class Master's degree or Second Class Master's degree with Second Class Honours from a recognised University; and

(b) 7 years' experience at least in one of the fields of collection, compilation, editing, documentation, dissemination, publication of information or statistics, management of library information or documentation centre.

Experience in educational administration, planning and research work will be considered as additional qualification.

Chief, Statistics Division.

Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.

By appointment/promotion of the Specialist of Statistics or the Senior System Analyst and, if no suitable candidate is available for such appointment by direct recruitment or by transfer on deputation or a suitable Government Officer of equivalent rank.

For promotion: 7 years of service in the feeder post or posts specified in column 4.

For direct recruitment:

(a) First Class Master's degree or Second Class Master's degree with Second Class Honours in Statistics from a recognised University; and

(b) 7 years' practical experience in statistical work.

Experience in educational administration, planning or research/instruction will be considered as additional qualification.

4. Specialist, Documentation.

Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.

By promotion from amongst the Documentation Officer, Librarian or Publication Officer and, if no suitable candidate is available for promotion, by direct recruitment or by transfer on deputation.

For promotion : 7 years' service in the feeder post or posts specified in column 4.

For direct recruitment :

(a) First Class Master's degree or Second Class Master's degree with Second Class Honours from a recognised University; and

(b) 7 years' practical experience at least in one of the fields of collection, compilation, editing, documentation of information or statistics, report writing or Library work.

Experience in organisation related to educational information or documentation or in a library will be considered as additional qualifications.

5. Specialist, Library

Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.

By promotion from amongst the Documentation Officer, Librarian or Publication Officer and, if no suitable candidate is available for promotion, by direct recruitment or by transfer on deputation.

For promotion : 7 years' service in the feeder post or posts specified in column 4.

For direct recruitment :

(a) First Class Master's degree in Library Science or Second

Class Master's degree in Library Science from a recognised University or Second Class Master's degree with a Degree or Diploma in Library Science from a recognised University; and

(b) 7 years' practical experience in library work or management.

Higher training or experience in the management of a modern library will be considered as additional qualification.

For promotion: 7 years' service in the feeder post or posts specified in column 4.

For direct recruitment :

(a) First Class Master's degree or Second Class Master's degree with Second Class Honours from a recognised University; and

(b) 7 years' practical experience in preparing, editing and publishing reports, year books, bulletins and other publications with practical experience in printing works and other works related to publication.

Training in the field of publication will be considered as additional qualification.

6 Specialist, Publication

Ditto

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Ditto

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7 Specialist, Statistics

Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.

(i) By promotion from amongst the Senior Statistical Officer, System Analyst or Programmer and if none is found suitable for promotion by direct recruitment or by transfer on deputation;

For promotion: 3 years' service in the feeder post or posts specified in column 4(i) or, 7 years' service in the feeder post specified in column 4(ii).

For direct recruitment:

OR

(a) First Class Master's degree or Second Class Master's degree with Second Class Honours in Statistics from a recognised University; and

(b) 7 years' practical experience in statistical work.

(ii) By promotion from amongst the Statistical Officers.

Experience in handling educational data will be considered as additional qualifications.

8 Senior System Analyst.

Ditto

By promotion from amongst the Senior Statistical Officer, System Analyst or Programmer and if none is found suitable for promotion, by direct recruitment or by transfer on deputation.

For promotion: 3 years' service in the feeder post or posts specified in column 4.

For direct recruitment:

(a) First Class Master's degree, or Second Class Masters degree with Second Class

Honours from a recognised University; and

- (b) 7 years' practical experience in Computer System development, data processing or programming work, relaxable in case of specially trained candidates.

9 Senior Statistical Officer.

Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.

By promotion from amongst the Statistical Officer or Computer Operation Officer and if no suitable candidate is available for promotion, by direct recruitment or by transfer on deputation.

For promotion: 5 years' service in the feeder post or posts specified in column 4.

For direct recruitment :

- (a) First Class Master's degree or Second Class Master's degree with Second Class Honours in Statistics from a recognised University; and

- (b) 5 years' experience in statistical work.

Experience in monitoring, evaluation, research work and project preparation will be considered as additional qualification.

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10	System Analyst	Not exceeding 35 years, relaxable by 5 years for departmental candidates and exceptionally qualified candidates.	By promotion from amongst the Statistical Officer or Computer Operation Officer and if no suitable candidate is available for promotion, by direct recruitment or by transfer on deputation.	<p><i>For promotion:</i> 5 years' service in the feeder post or posts specified in column 4.</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, relaxable in case of specially trained candidates; and</p> <p>(b) 5 years' experience in system development, programming and Computer Operation.</p>
11	Programmer	Ditto	Ditto	<p><i>For promotion:</i> 5 years' service in the feeder post or posts specified in column 4.</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; and</p> <p>(b) 4 years' experience in computer programming work provided that the qualification and experience may be relaxed in case of candidates trained in data processing, data analysis and computer programming work.</p>

12 Documentation Officer.

Ditto

- (i) 50% by promotion from amongst the Assistant Documentation Officer, Assistant Librarian or Assistant Publication Officer; and
 (ii) 50% by direct recruitment.

For promotion: 3 years' service in the feeder post or posts specified in column 4.

For direct recruitment:

- (a) First Class Master's degree or Second Class Master's degree with Second Class Honours from a recognised University; and
 (b) Practical experience in collection, compilation, documentation and dissemination of information.

Experience in educational activities will be considered as additional qualification.

13 Publication Officer Not exceeding 30 years, relaxable by 5 years for departmental candidates.

- (i) 50% by promotion from amongst the Assistant Documentation Officer, Assistant Publication Officer, Assistant Librarian; and

For promotion: 3 years' service in the feeder posts or posts specified in column 4.

For direct recruitment:

- (ii) 50% by direct recruitment.

- (a) First Class Master's degree or Second Class Master's-degree with 2nd Class Honours from a recognised University; and
 (b) Experience in preparing, editing, printing and publishing reports, bulletins, booklets and books.

Training in publication will be considered as additional qualification.

1	2	3	4	5
14	Librarian	Not exceeding 30 years relaxable by 5 years for departmental candidates.	(i) 50% by promotion of the Assistant Librarian; and (ii) 50% by direct recruitment	<p><i>For promotion:</i> 3 years' experience in the feeder post specified in column 4.</p> <p><i>For direct recruitment:</i> Second Class Master's degree in Library Science from a recognised University or Second Class Master's degree with a Degree or Diploma in Library Science from a recognised University.</p> <p>Experience in Library work will be considered as additional qualification.</p>
15	Statistical Officer	Ditto	(i) 50% by promotion of the Assistant Statistical Officer in the New National Scale of Taka 625—1315; and (ii) 50% by direct recruitment	<p><i>For promotion:</i> 3 years service in the feeder post specified in column 4.</p> <p><i>For direct recruitment:</i> First Class Master's degree or Second Class Master's degree with 2nd Class Honours in Statistics from a recognised University.</p> <p>Training or experience in statistical work will be considered as additional qualification.</p>
16	Computer Operation Officer.	Ditto	Ditto	<p><i>For promotion:</i> 3 years' Service in the feeder post specified in column 4.</p> <p><i>For direct recruitment:</i> First Class Master's degree or Second Class</p>

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

Experience in Computer or machine data processing will be considered as additional qualification.

For promotion: For Head Assistant and Accountant, 5 years' experience and for Upper Division Assistant and Stenographer, 7 years' experience in their respective post.

For direct recruitment: Second Class Master's degree from a recognised University, preferably with experience, in the line; or Bachelor's degree with 5 years' experience in administrative and accounts work in any office or the Government or of a local authority.

Second Class Master's degree from a recognised University. Practical experience at least in any of the fields of collection, compilation, dissemination and documentation of information and data or in library work will be considered as additional qualification.

Or,
Bachelor's degree in Second Class or Division from a recognised University with 3 years' experience at least in any one of the fields specified above.

By promotion from amongst the following in order of preference:

- (a) Head Assistant;
- (b) Accountant;
- (c) Upper Division Assistant;
- (d) Stenographer.

If no suitable candidate is available for promotion, by direct recruitment.

By direct recruitment

Ditto

Ditto

17 Administrative Officer

18 Assistant Documentation Officer.

1	2	3	4	5
19	Assistant Librarian	Not exceeding 30 years' relaxable by 5 years for departmental candidates.	(i) 50% by promotion from amongst the Cataloguers; and (ii) 50% by direct recruitment	For promotion: 7 years' experience in the feeder post specified in column 4. For direct recruitment: Second Class Master's degree in Library Science from a recognised University. Or, 2nd Class Master's degree with a Degree or Diploma in Library Science from a recognised University. Experience in Library work will be considered as additional qualification.
20	Assistant Publication Officer.	Ditto	By direct recruitment	2nd Class Master degree from a recognised University. Expg. in report writing, editing and book production, printing and publication will be considered as additional qualification. Or, Bachelor's degree in Second Class or Division from a recognised University with three years' experience in report writing, editing, book production, printing and publication work.

<p>Assistant Statistical Officer in the New National Scale of Tk. 625—1315.</p>	<p>Ditto</p>	<p>(i) 50% by promotion of the Assistant Statistical Officer in the New National Scale of Tk. 425—1035 or the Statistical Investigator; and (ii) 50% by direct recruitment</p>	<p><i>For promotion:</i> 3 years' experience in the feeder post or posts specified in column 4. <i>For direct recruitment:</i> 2nd Class Master's degree in Statistics, Mathematics or Economics from a recognised University. Experience in statistical work will be considered as additional qualification. <i>Or,</i> Bachelor's degree in 2nd Class or Division in or, with Statistics, Mathematics or Economics with three years' experience in statistical work.</p>
<p>22 Assistant Statistical Officer in the New National Scale of Tk. 425—1035.</p>	<p>Not exceeding 27 years, relaxable by 5 years for departmental candidates.</p>	<p>By direct recruitment</p>	<p>Bachelor's degree in Second Class or Division in or with Statistics, Mathematics or Economics from a recognised University. Experience in statistical work will be considered as additional qualification.</p>
<p>23 Accountant</p>	<p>Ditto</p>	<p>(i) 50% by promotion from amongst the Cashier or Upper Division Assistant; and (ii) 50% by direct recruitment</p>	<p><i>For promotion:</i> 3 years' experience in the feeder post or posts specified in column 4. <i>For direct recruitment:</i> Bachelor's degree in Commerce from a recognised University, preferably with experience in accounts work in an office of the Government or of a local authority.</p>

1	2	3	4	5
24 . Head Assistant	Not exceeding 27 years, relaxable by 5 years for departmental candidates.	(i) 50% by promotion from amongst the Cashier or Upper Division Assistant; and (ii) 50% by direct recruitment	<i>For promotion</i> : 3 years' experience in the feeder post or, posts specified in column 4. <i>For direct recruitment</i> : Bachelor's degree from a recognised University preferably with adequate experience in administrative work in an office of the Government or of a local authority.	
25 Statistical Investigator.	Ditto	By direct recruitment.	Bachelor's degree in Second Class or Division in or with Statistics, Mathematics or Economics preferably with experience in the line.	
26 Cashier	Ditto	By promotion from amongst the Lower Division Assistants and, if no suitable candidate is available for promotion by direct recruitment.	<i>For promotion</i> : 3 years' experience in accounts work in the feeder post or posts specified in column 4. <i>For direct recruitment</i> : Bachelor's degree in Commerce, preferably with experience in the line.	

Or,

Higher secondary Certificate Examination Passed from a recognised Board with three years' experience in accounts work in an office of the Government or of a local authority.

27	Cataloguer	Ditto	By direct recruitment	Diploma in Library Science from a recognised University, preferably with experience in the line.
<i>Or,</i>				
28	Compiler	Ditto	Ditto	Higher Secondary Certificate Examination Passed from a recognised Board with a Certificate in Library Science from an Institute or Organisation recognised by the Government and three years' practical experience in cataloguing and library work.
29	Photostating Assistant.	Ditto	Ditto	Higher Secondary Certificate Examination Passed from a recognised Board, preferably with experience in the line. Secondary School Certificate Examination Passed from a recognised Board with at least one year's experience in mimeograph, photostating, photocopying or microfilming work.

By order of the President

Q. J. AHMED

Education Secretary.

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