

The

Bangladesh



Gazette

**Extraordinary
Published by Authority**

SUNDAY, SEPTEMBER 30, 1984

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

IT Section

NOTIFICATION

Dhaka, the 30th September, 1984

No. S. R. O. 431-L/84.—In exercise of the powers conferred by Section 19 of the Bangladesh Public Administration Training Centre Ordinance, 1984 (XXVI of 1984), the Government is pleased to make the following rules, namely:—

THE BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
(OFFICERS AND EMPLOYEES) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called the Bangladesh Public Administration Training Centre (Officers and Employees) Recruitment Rules, 1984.

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

- (a) "appointing authority" means any other officer or employee of the Centre appointed in relation to the posts and includes the Rector or any other officer or employee of the Centre authorised by the Centre to make appointments in relation to the posts or class of such posts;
- (b) "equivalent post" means a post in any other organisation carrying same scale of pay and also includes posts carrying same scale of pay in the training organisations transferred to the Centre;

(11189)

Price: Taka 1.00

- (c) "probationer" means a person appointed on probation to a specified post;
- (d) "Promotion Committee" means a Committee constituted by the Board for the purpose of considering eligible cases and making recommendation for promotions;
- (e) "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, to be a recognised University/Board for the purpose of these rules;
- (f) "requisite qualification" in relation to a specified post, means the qualification laid down in the schedule in relation to that post;
- (g) "Selection Committee" means a Selection Committee constituted by the Board for selection of candidates for direct recruitment to a specified post;
- (h) "Schedule" means the Schedule annexed to these rules; and
- (i) "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, appointment to a specified post shall be made by the appointing authority:—

- (a) by direct recruitment; or
- (b) by promotion; or
- (c) by transfer on deputation.

(2) No person shall be appointed to a specified post unless he has attained 18 years of age, 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 by the appointing authority except upon the recommendation of a Selection Committee.

(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 Bangladesh; and
- (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 authorised, or by a Medical Board set up, for the purpose by the Board 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 centre.

(4) No person shall be recommended for appointment to a specified post unless—

(a) he applied in the prescribed form observing all formalities as was notified by the appointing authority while inviting applications for the specified post; and

(b) in the case of a person already in the service of the Republic 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 by the appointing authority on the recommendation of Promotion Committee.

(2) Promotion will be on merit-cum-seniority.

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.

(2) Where, during the period of probation of a probationer, the appointing authority is of opinion that the conduct and work of the probationer 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 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 Board may, from time to time, prescribe.

Nothing in these rules shall be applicable to first one time adjustment of the officers and employees of the training organisations transferred to the Centre.

THE SCHEDULE

Sl. No.	Name of Specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Deputy Director	Not exceeding 35 years.	(i) 50% by transfer on deputation; (ii) 25% by promotion from amongst the officers holding rank of Assistant Director or equivalent post; and (iii) 25% by direct recruitment.	(i) <i>For transfer on deputation:</i> An officer of the same scale. (ii) <i>For promotion:</i> (a) At least 7 years' service as Assistant Director or in an equivalent post; (b) Must have Second Class Master's degree from a recognised University in a subject relevant to the post.
				(iii) <i>For direct recruitment:</i>
				(a) Ph. D. from a recognised University in a subject relevant to the post. Candidates with experience in the relevant field will be preferred; or (b) Master's degree from a foreign University in a relevant subject with at least 3 years' professional experience; or

(c) Master's degree in the subject relevant to the post with minimum first class either in Master's or in Honours from a recognised University with at least 7 years' experience in related field.

By promotion from amongst the Assistant Directors and if none is available or found suitable from such post, by direct recruitment.

Ditto

2 Librarian

(i) For promotion:

- (a) At least 7 years' experience as Assistant Director or in an equivalent post;
- (b) Must have at least Second Class Master's degree in Library Science from a recognised University.

(ii) For direct recruitment :

- (a) First Class Master's degree in Library Science from a recognised University;
- (b) At least 7 years' experience in Library Mangement in any University or public library.

By direct recruitment
Or
By transfer on deputation

3 Medical Officer

For direct recruitment and transfer on deputation: M.B.B.S. with at least 7 years' experience as a Medical practitioner. Preference will be given to candidate having post-Graduate degree in Medicine.

Not exceeding 40 years.

- 1 2 3 4
- 4 Chief Physical Instructor. Not exceeding 40 years. By promotion from amongst the physical instructors and, if none is available or found suitable from such post, by transfer on deputation.
- 5 Senior Research Officer. Not exceeding 35 years. By promotion from amongst the Research Officer and, if none is available or found suitable from such post :
50% by transfer on deputation; and
50% by direct recruitment.
- (i) For promotion: At least 5 years' experience as Physical Instructor.
- (ii) For transfer on deputation:
- (a) An officer of the Directorate of Sports and Physical Education having at least Bachelor's degree in physical education from a recognised University.
- (b) Must have at least 10 years' experience in the relevant field.
- (i) For promotion:
- (a) At least 4 years' experience as Research Officer.
- (b) Must have at least Second Class Master's and Honours degree from a recognised University in the relevant subject. Preference will be given to Officers having first class in Honours or Master's degree or having research publications to their credit.
- (ii) For transfer on deputation:
- (a) An officer of the same scale having at least Second Class Master's degree in the relevant subject.
- (b) Preference will be given to officers having research publications.

6 (a) Assistant
Director/
Evaluation
Officer/
Research
Officer.

Not exceeding
30 years.

- (i) At least 42% by direct recruitment ;
- (ii) Not less than 10% but not exceeding 33% by promotion from amongst the Assistant Publication Officers, Junior Instructors, Assistant Librarians, Administrative Officers, Accounts Officers, Budget Officers, Comptrollers, Copying and Duplicating Supervisors, Transport Supervisors, Technical Supervisors and Store Keepers :

Provided that if vacancy cannot be filled in due to non-availability of candidate, the vacancy shall be filled in by direct recruitment ;

- (iii) Not exceeding 25% by transfer on deputation.

(iii) For direct recruitment :

- (a) Must possess Second Class Master's degree in a social Science subject from a recognised University. First Class in Honours or Master's degree will be given preference.
- (b) At least 7 years' experience in the relevant field.

(i) For direct recruitment :

- (a) At least Second Class Master's degree preferably with Honours in the relevant subject ;
- (b) Preference will be given to candidates having first class either in Bachelor's degree or in Master's degree.

(ii) For promotion :

- (a) At least Master's degree in the relevant subject ;
- (b) At least 3 years' experience as Assistant Publication Officer, Junior Instructor, Assistant Librarian, Administrative Officer, Accounts Officer, Budget Officer or Comptroller or 5 years' experience as Copying and Duplicating Supervisor, Transport Supervisor, Technical Supervisor or Store Keeper.

(iii) For transfer on deputation : An officer of the same scale having Master's degree in the relevant subject.

5

4

3

2

1

(b) Physical Instructor.	Not exceeding 30 years.	By direct recruitment	At least Second Class Bachelor's degree in the relevant subject. Candidates with experience in the field will be preferred.
(c) Publication Officer.	Ditto	By promotion from amongst the Assistant Publication Officers, and if none is found suitable from such posts by direct recruitment.	(i) <i>For promotion</i> : At least Second Class Master's degree with minimum 3 years' experience as Assistant Publication Officer. (ii) <i>For direct recruitment</i> : (a) At least Second Class Master's degree preferably with Honours in the relevant subject; and (b) Preference will be given to candidates having first class either in Bachelor's degree or in Master's degree.
7 (a) Junior Instructor.	Not exceeding 40 years.	By promotion from amongst the selection grade stenographers and, if none is available or found suitable from such post, by direct recruitment.	(i) <i>For promotion</i> : Must have experience as Stenographer. (ii) <i>For direct recruitment</i> : (a) At least Second Class Bachelor's degree, Master's degree will be preferred; (b) Skill in Shorthand and Typing.
(b) Assistant Librarian.	Ditto	By promotion from amongst the Cataloguers and, if none is available or found suitable from such post, by direct recruitment.	(i) <i>For promotion</i> : Must have at least 3 years' experience as Cataloguer. Preference will be given to a Cataloguer having diploma degree in Library Science.

(ii) <i>For direct recruitment:</i>	(a) At least Second Class Bachelor's degree, Master's degree will be preferred. (b) Diploma in Library Science.			(i) <i>For promotion:</i> Employees with 5 years' experience in the relevant field; (ii) <i>For direct recruitment:</i> Second class Bachelor's degree with diploma in Graphic Art and 3 years' experience in the relevant field.
	(i) <i>For promotion:</i>		(a) Higher Secondary School Certificate examination passed or equivalent; (b) At least 3 years' experience as Copying and Duplicating Supervisor/Transport Supervisor/Technical Supervisor/Store Keeper or 5 years' experience as Head Assistant/Cataloguer/Accountant/Personal Assistant to Rector; (c) Must have experience as Head Assistant.	(ii) <i>For direct recruitment:</i> (a) At least Second Class Bachelor's degree; (b) At least 2 years' experience in the relevant field.
(c) Assistant Publication Officer.	Ditto	By promotion from amongst the employees and, if none is available or found suitable from the employees, by direct recruitment.		
8 (a) Administrative Officer (A.O.) (Office Supervisor).	Not exceeding 30 years.	By promotion from amongst the Copying and Duplicating Supervisors/Transport Supervisors/Technical Supervisors/Store Keepers/Head Assistants/Statistical Assistants/Cataloguers/Accountants/Personal Assistant to Rector and, if none is available or found suitable from such posts, by direct recruitment.		

5

4

3

2

1

(b) Accounts Officer/
Budget Officer/
Comptroller. Not exceeding
30 years.

By promotion from amongst the
Copying and Duplicating Supervisor/
Transport Supervisors/Technical
Supervisors/Store Keepers/Head-Assis-
tants/Statistical Assistants/Catalogu-
ers/Accountants/Personal Assistant to
Rector and, if none is available or
found suitable from such posts, by
direct recruitment.

(i) For promotion:

- (a) Higher Secondary School Certificate examination passed or equivalent;
- (b) At least 3 years' experience as Copying and Duplicating Supervisor, Transport Supervisor, Technical Supervisor or Store Keeper or 5 years' experience as Head Assistant, Statistical Assistant, Cataloguer, Accountant or Personal Assistant to Rector;
- (c) Must have 2 years' experience as an Accountant.

(ii) For direct recruitment:

- (a) At least Second Class Bachelor's degree;
- (b) At least 2 years' experience in the relevant field.

By promotion from amongst the Head Assistants/Statistical Assistants/Cataloguers/Accountants/Stenographers and, if none is available or found suitable from such posts, by direct recruitment.

Ditto

(i) For promotion :

- (a) Secondary School Certificate examination passed or equivalent;
- (b) At least 3 years' experience as Head Assistant/Statistical Assistant/Cataloguer or 5 years' experience as Stenographer ; and
- (c) Must have at least 2 years' experience in the relevant field.

9 Copying and
Duplicating
Supervisor/
Transport
Supervisor/
Technical
Supervisor/
Store Keeper.

(ii) For direct recruitment:

(a) Bachelor's degree or Diploma from a Government Polytechnic Institute/Institute of Graphic Arts;

(b) Must have at least 3 years' experience in the relevant field.

(i) Secondary School Certificate examination passed or equivalent; and

(ii) At least 3 years' experience as Stenographer or 4 years' experience as Steno-typist/Upper Division Assistant/Cashier/Compounder/Electrician/Photographer.

Bachelor's degree from a recognised University with Statistics/Mathematics as one of the subjects with at least 2 years' experience.

(i) For promotion :

(a) Must be Secondary School Certificate examination passed;

(b) At least 3 years' experience as Stenographer or 4 years' experience as Steno-typist/Upper Division Assistant / Cashier/Compounder/Electrician/photographer.

By promotion from amongst the Stenographers/Steno-typists/Upper Division Assistants / Cashiers/Compounders/Electricians/Photographers.

By direct recruitment

By promotion from amongst the Stenographers/Steno-typists/ Upper Division Assistants / Cashiers / Compounders/ Electricians /Photographers and, if none is available or found suitable from such posts, by direct recruitment.

10 (a) Head Assistant Not exceeding 35 years.

Ditto

Ditto

(b) Statistical Assistant.

(c) Cataloguer

13	Compounder/ Electrician/ Photographer.	Not exceeding 35 years.	By direct recruitment	<p>(i) <i>For the post of Compounder:</i> Secondary School Certificate or its equivalent examination passed from a recognised Board with certificate in compoundership from a recognised Institute.</p> <p>(ii) <i>For the post of Electrician:</i> Secondary School Certificate or its equivalent examination passed from a recognised Board with certificate from a Government Technical Institute.</p> <p>(iii) <i>For the post of Photographer:</i> Secondary School Certificate or its equivalent examination passed from a recognised Board with certificate in Graphic Arts from a recognised Institute.</p>
14	Lower Division Assistant/Typist/ Lower Division Assistant-cum-Typist/ Dark Room Atten- dant/Telephone Operator.	Ditto	80% by direct recruitment, and 20% by promotion from amongst the Class IV employees.	<p>(i) <i>For direct recruitment:</i></p> <p>(a) Secondary School Certificate or its equivalent examination passed;</p> <p>(b) For the post of Lower Division Assistant/Typist and Lower Division Assistant-cum-Typist— In addition to qualification mentioned at (a) must have minimum typing speed of 40 words in English or 30 words in Bengali per minute.</p>

5

(c) For the post of Dark Room Attendant/Telephone Operator—In addition to qualification mentioned at (a) must have 3 years' experience in the relevant field.

(ii) For promotion :

- (a) Higher Secondary School Certificate or its equivalent examination passed;
- (b) Must have 3 years' experience in the relevant field.

By order of the President
 MD. NURUL ISLAM
 Deputy Secretary.