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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
PRESIDENT'S SECRETARIAT  
Personal Division

NOTIFICATION

Dhaka, the 1st October 1984

No. S.R.O. 432-L/84.—In pursuance of the Proclamation of the 24th March, 1982 and in exercise of all powers enabling him in that behalf and in supersession of the rules made in this behalf, the President, after consultation with the Bangladesh Public Service Commission, is pleased to make the following rules, namely:—

THE NON-GAZETTED EMPLOYEES (OFFICE AND GARAGE ESTABLISHMENT) OF THE PRESIDENT'S SECRETARIAT, PERSONAL DIVISION RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called the Non-Gazetted Employees (Office and Garage Establishment) of the President's Secretariat, Personal Division 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 a specified post or class of such posts, an Officer authorised by the Government to make appointment to such posts or class of posts;

(b) "Commission" means the Bangladesh Public Service Commission;

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- (c) "Division" means the Personal Division;
- (d) "probationer" means the person appointed on probation to a specified post;
- (e) "recognised Board" means a Board of Intermediate and Secondary Education established by or under any law for the time being in force and includes any other Education Board declared by the Government to be a recognised Board for the purposes of these rules;
- (f) "recognised University" means a University established 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 purposes of these rules;
- (g) "requisite qualification" in relation to a specified post means the qualification laid down in the Schedule in relation to that 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, appointment to a specified post shall be made—

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

(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:

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 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 an authorised medical officer 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 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 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 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 the period of his 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, direct.



## Schedule

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Superintendent	Not exceeding 35 years	By promotion from amongst the Assistant Superintendent, Stenographers, Upper Division Assistants, Assistant Accountants, Cashiers or Treasurers and, if none is found suitable for promotion, by direct recruitment.	<p><i>For promotion:</i> At least 3 years' service as Assistant Superintendent, Stenographer, Upper Division Assistant, Assistant Accountant, Cashier or Treasurer in the Division.</p> <p><i>For direct recruitment:</i> Bachelor's degree from a recognised University with at least 5 years' experience in any Government Office.</p>
2	Accountant	Not exceeding 30 years	By promotion from amongst the Assistant Accountant, Assistant Superintendent or Upper Division Assistant and, if none is found suitable for promotion, by direct recruitment; or by transfer on deputation of a suitable person from the office of the Accountant General (Civil or Works).	<p><i>For promotion:</i> At least 3 years' service as Assistant Superintendent or 4 years' experience as Assistant Accountant or Upper Division Assistant in the Division.</p> <p><i>For direct recruitment:</i> Bachelor's degree, preferably in Commerce, from a recognised University with at least 5 years' experience in Accounts work.</p>

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| 3 | Assistant Superintendent. | Ditto   | <p>By promotion from amongst the Upper Division Assistants, Assistant Accountants or Cashiers, and if none is found suitable for promotion, by direct recruitment.</p> | <p><i>For promotion:</i> At least one year's service as Upper Division Assistant, Assistant Accountant or Cashier in the Division.</p>   |
| 4 | Assistant Accountant.     | Ditto   | <p>By promotion from amongst the Lower Division Assistants and, if none is found suitable for promotion, by direct recruitment.</p>                                    | <p><i>For direct recruitment:</i> Bachelor's degree from a recognised University with at least 3 years' experience in any Government office.</p> <p><i>For promotion:</i> At least 3 years' service as Lower Division Assistant in the Division.</p>   |
| 5 | Cashier                   | Ditto   | <p>By promotion from amongst the Lower Division Assistants and, if none is found suitable for promotion, by direct recruitment.</p>                                    | <p><i>For direct recruitment:</i> Bachelor's degree from a recognised University with at least 2 years' experience in the line.</p> <p><i>For promotion:</i> At least 3 years' service as Lower Division Assistant in the Division.</p>  |
| 6 | Care Taker                | Not exceeding 25 years, relaxable in case of retired Defence Service Personnel. | <p>By promotion from amongst the Store-Keeper or Store-Keeper-cum-Clerk and, if none is found suitable for promotion, by direct recruitment.</p>                       | <p><i>For direct recruitment:</i> Bachelor's degree from a recognised University with at least 3 years' experience in the line.</p> <p><i>For promotion:</i> At least 3 years' service as Store-Keeper or Store-Keeper-cum-Clerk in the Division.</p> <p><i>For direct recruitment:</i> Higher Secondary Certificate or its equivalent examination passed from a recognised Board with 5 years' experience in the line;</p> <p style="text-align: center;"><i>OR,</i></p> <p>Retired Naik Subedar or Havildar of the Bangladesh Army or equivalent post in the Navy or Airforce.</p> |



At least 3 years' service as Assistant Store-Keeper in the Division.

*For promotion:* Higher Secondary Certificate or its equivalent Examination passed from a recognised Board with 5 years' experience as Class-IV employees or 3 years' experience as Assistant Store-Keeper.

*For direct recruitment:* Higher Secondary Certificate or its equivalent Examination passed from a recognised Board;

*Or,*  
Retired Havilder Clerk of the Bangladesh Army or equivalent post in the Navy or Airforce.

*For promotion:* (a) At least 3 years' service as Silverman, Pantryman, Abdar or Khidmatgar;

(b) Secondary School Certificate or its equivalent Examination passed from a recognised Board; and

(c) must have knowledge of household articles.

*For direct recruitment:* Secondary School Certificate or equivalent Examination passed from a recognised Board with at least 2 years' experience in the line;

By promotion from amongst the Assistant Store-Keepers.

By promotion from amongst the Class-IV employees or Assistant Store-Keeper and, if none is found suitable for promotion, by direct recruitment.

By promotion from Silverman, Pantryman, Abdar or Khidmatgar and, if none is found suitable for promotion, by direct recruitment.

7 Store-Keeper

8 House Clerk  
Not exceeding 25 years, relaxable in case of retired Defence Service Personnel.

9 Assistant Store-Keeper.

Ditto

Retired Havildar of the Bangladesh Army or equivalent post in the Navy or Airforce.

- |   |                        |   |   |
|---|------------------------|---|---|
| 10 Clerk-cum-Store Keeper.                        | Not exceeding 25 years | By promotion from amongst the MLSS and, if none is found suitable for promotion, by direct recruitment. | <p><i>For promotion :</i> At least 3 years' service as MLSS in the Division with Higher Secondary Certificate Examination passed from a recognised Board.</p>   |
| 11 Lower Division Assistant-cum-Typist (Diarist). | Ditto                  | By direct recruitment   | <p><i>For direct recruitment:</i> Higher Secondary Certificate Examination passed from a recognised Board.</p> <p>(a) Higher Secondary Certificate or its equivalent Examination passed from a recognised Board;</p> <p>(b) must have a type-writing speed of 30 and 20 words per minute in English and Bengali respectively.</p> |
| 12 Personal Assistant                             | Ditto                  | Ditto   | <p>(a) Higher Secondary Certificate of equivalent Examination passed from a recognised Board ;</p> <p>(b) must have short-hand speed of 100 and 80 words per minute in English and Bengali respectively.</p> <p>(c) must have a type-writing speed of 30 and 20 words per minute in English and Bengali respectively.</p>         |



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13	Bill Collector	Not exceeding 25 years, relaxable in case of retired Defence Service Personnels.	By promotion from amongst the MLSS and, if none is found suitable for promotion, by direct recruitment.	For promotion—Higher Certificate or its wequivalent Examination passed from a recognised Board with 5 years' service as MLSS in this Division.
14	Pesh Imam	Not exceeding 35 years	By direct recruitment	For Direct recruitment: Retired Havildar of the Bangladesh Army or employees holding equivalent post in the Navy or Airforce.
15	Muazzen	Not exceeding 30 years	Ditto	Title (Mumtazul Muhaddisin) passed and must be a Kari, Sunni Muslim and married.
16	Pharmacist	Not exceeding 25 years	Ditto	Must be a passed Kari, a Sunni Muslim and married. (a) Secondary School Certificate Examination passed from a recognised Board; and (b) Certificate of Pharmacist from any Medical Institution recognised by the Government.
17	Garage Supervisor.	Ditto	Ditto	Higher Secondary Certificate Examination passed from a recognised Board. Preference will be given to those having experience in Garage affairs.



18	Garage Assistant	Ditto	Ditto
19	Motor Mechanic	Not exceeding 30 years, relaxable in case of retired Defence Service Personnel.	<p>(a) Secondary Certificate or equivalent Examination passed from a recognised Board;</p> <p>(b) Automobile Trade Course;</p> <p>(c) 3 years' practical experience; and</p> <p>(d) must have valid Motor Driving licence.</p> <p>Educational qualification may be relaxable for highly experienced candidate.</p> <p style="text-align: center;"><i>Or</i></p> <p>Retired Naik Mechanic of the Bangladesh Army or employees holding equivalent posts in the Navy or Airforce.</p> <p>A least 3 years' service as Assistant Head Driver or 10 years' service as Driver of the Bangabhaban Garage.</p>
20	Head Driver	...	<p>By promotion from amongst the Assistant Head Drivers or, if no Assistant Head Driver is found suitable, from amongst the Drivers of the Bangabhaban Garage, on the basis of merit-cum-seniority.</p>
21	Assistant Head Driver	...	<p>By promotion from amongst the Driver of the Bangabhaban Garage on the basis of merit-cum-seniority.</p>

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22	Driver	Not exceeding 25 years, relaxable in case of Defence Service Personnel.	By promotion from the post of Motor Cleaner and, if none is found suitable for promotion, by direct recruitment.	<i>For Promotion:</i> At least 3 years' experience as Motor Cleaner and must possess valid Motor Driving licence.  <i>For direct recruitment:</i>  (a) Must have read up to class VIII; and  (b) must hold a heavy driving licence with 3 years' experience;
				<i>Or</i>
				a retired driver of the Defence Service.
23	Motor Cleaner	Not exceeding 25 years	By direct recruitment	Must have read up to Class VIII with at least 3 years' experience in the line.
24	Steward	..	By Promotion from amongst the Butlers.	At least 3 years' service as Butler in the Division.
25	Butler	..	By promotion from amongst the Assistant Butlers.	At least 3 years' service as Assistant Butler in the Division.



- 26 Assistant Butler. Not exceeding 25 years By promotion from amongst the Abdar, Pantryman or Khidmatgar and, if none is found suitable for promotion, by direct recruitment. *For Promotion:* At least 3 years' service as Abdar or Pantryman or 4 years' service as Khidmatgar in the Division.
- For direct recruitment:* Must have read up to Class VIII with 5 years' experience in the line in a renowned establishment.
- 27 Head Cook Not exceeding 35 years By promotion from amongst the Cooks and, if none is found suitable for promotion, by direct recruitment. *For Promotion:* At least 5 years' service as Cook in the Division.
- For direct recruitment:*
- (a) must be class VIII passed;
  - (b) 10 years' experience in a renowned establishment as Cook; and
  - (c) must know how to prepare all kinds of local and foreign dishes.
- 28 Chef Not exceeding 25 years, relaxable up to 35 years in case of experience candidates. By promotion from amongst the Cooks and, if none is found suitable for promotion, by direct recruitment. *For Promotion:* At least 5 years' service as Cook in the Division.
- For direct recruitment:* At least 5 years' experience in cooking both local and foreign dishes in a renowned establishment.

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29	Cook	Not exceeding 30 years	By promotion from amongst the Cookmates and, if none is found suitable for promotion, by direct recruitment	<p><i>For Promotion</i> : At least 4 years' service as Cookmate in the Division.</p> <p><i>For direct recruitment</i> :</p> <p>(a) must have read up to class VIII;</p> <p>(b) must know how to prepare all kinds of local and foreign dishes; and</p> <p>(c) must have 5 years' experience in the line in a renowned establishment.</p>
30	Cookmate	Not exceeding 25 years	By direct recruitment	Must have read upto class VIII with 2 years' experience in the line.
31	Gestetner Operator.		By promotion from amongst the Daftries.	At least 3 years' service as Daftry in the Division with experience in operating duplicating machines.
32	Daftry		By promotion from amongst, the M.L.S.S.	At least 2 years' service as M.L.S.S. in the Division.
33	Tailor	Not exceeding 30 years	By promotion from amongst the Assistant Tailors and, if none is found suitable for promotion, by direct recruitment.	<p><i>For Promotion</i> : At least 3 years' service as Assistant Tailor.</p> <p><i>For direct recruitment</i> : Must have read upto class VIII with 5 years' experience as Tailor Master.</p>



34 Assistant Tailor.	Not exceeding 30 years	By direct recruitment	Must have read up to Class VIII with 5 years' experience as Tailor.
35 Despatch Rider.	Not exceeding 25 years	By promotion from amongst the MLSS or Cycle Messenger and, if none is found suitable for promotion, by direct recruitment.	<p><i>For promotion:</i></p> <p>(a) At least 2 years' service as MLSS or Cycle Messenger in the Division ;</p> <p>(b) must have read up to Class VIII, and</p> <p>(c) must hold a valid motor cycle driving licence.</p>
36 Cycle Messenger,	Ditto	By promotion from amongst the Class IV employees and, if none is found suitable for promotion, by direct recruitment.	<p><i>For direct recruitment :</i></p> <p>(a) Secondary School Certificate or its equivalent Examination passed from a recognised Board; and</p> <p>(b) must hold a valid motor cycle driving licence.</p> <p><i>For promotion :</i></p> <p>(a) At least 2 years' service in a Class IV post in the Division ; and</p> <p>(b) must know cycling.</p> <p><i>For direct recruitment :</i></p> <p>(a) must have read up to Class VIII; and</p> <p>(b) must know cycling.</p>

37	Chobdar	Not exceeding 25 years	By direct recruitment or by transfer from equivalent post.	For direct recruitment read up to Class VIII.	Must have
38	Marketman		By promotion from amongst the Khalashi, House Lashkar, Khidmatgar, Silverman or Abdar; OR By transfer from equivalent post.	For Promotion : At least 2 years' service as Silverman or Abdar, or 5 years' service as Khalashi, House Lashkar or Khidmatgar in the Division.	
39	Abdar	Not exceeding 30 years	By promotion from the post of Khidmatgar and, if none is found suitable for promotion, by direct recruitment.	For promotion : At least 3 years' service as Khidmatgar in the Division.	
40	Silverman	Not exceeding 25 years	By promotion from amongst the Khidmatgar, Khalashi or House Lashkar and, if none is found suitable for promotion, by direct recruitment.	For direct recruitment : Must have read up to Class VIII with 5 years' experience in the line.  For promotion : At least 3 years' experience as Khidmatgar, Khalashi or House Lashkar in the Division. For direct recruitment : Read up to Class VIII and must have good knowledge of crockeries and cutleries.	
41	Pantryman		By promotion from amongst the Khidmatgar, Khalashi.	For promotion : At least 3 years' experience as Khidmatgar/Khalashi in the Division.	
42	Khidmatgar	Not exceeding 25 years	By direct recruitment or by transfer from equivalent post.	For direct recruitment : Must have read up to Class VIII with 3 years' experience in the line.	



43	Khalashi	Ditto	By direct recruitment	Must have read up to Class VIII.
44	House Lashkar	Ditto	Ditto	Ditto
45	Barbar	Ditto	By promotion from amongst the Assistant Barbar and, if none is found suitable for promotion, by direct recruitment.	For promotion: At least 3 years' service as Assistant Barbar in the Division.  For direct recruitment: Read up to Class VIII with 5 years' experience as Barbar.  Educational qualification is relaxable for highly experienced person.
46	Assistant Barbar	Ditto	By direct recruitment	Must have read up to Class VIII with at least 3 years' experience.
47	Mashalchi	Ditto	Ditto	Must have read up to Class VIII.
48	Bearer	Not exceeding 25 years	By direct recruitment or by transfer from equivalent post of the Division.	Must have read up to Class VIII.
49	Mali	Ditto	Ditto	Must have read up to Class VIII with 2 years' practical experience in the line.
50	Ward Boy	Ditto	Ditto	Must have read up to Class VIII.
51	Marker (Squash/ Tennis)	Not exceeding 25 years, relaxable up to 30 years in case of experienced candidates.	By direct recruitment.	At least 5 years' experience in the line.

1	2	3	4	5
52	House Cleaner (Sweeper).	Not exceeding 25 years	By direct recruitment	3 years' experience in the line, preference will be given to professional cleaner.
53	Cleaner (Sweeper).	Ditto	Ditto.	3 years' experience in the line. Preference will be given to professional cleaners.

By order of the President  
**ABDUL HAI SARKER**  
*Deputy Secretary.*