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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF FOREIGN AFFAIRS

NOTIFICATION

Dhaka, the 19th December, 1984.

No. S.R.O. 566-L/84.—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 amendments in the Gazetted Officers (Ministry of Foreign Affairs) Recruitments Rules, 1981, namely:—

In the aforesaid Rules, after Sl. No. 12 of the Schedule, "Sl. Nos. 13 and 14" shall be added.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	Deputy Director (External Publicity).	30 to 40 years (relaxable up to 45 years in case of departmental candidates).	By promotion from Assistant Directors (External Publicity), if no suitable candidate is available for promotion by direct recruitment through P.S.C.	7 years' service in the feeder post.
				<i>For direct recruitment :</i>
				(a) At least 2nd Class Master's Degree in Journalism, Political Science, International Relations and allied subjects.
				(b) At least 7 years' experience in journalism/External Publicity/related field.
				(c) Experience in appraisal of press reaction from foreign and national news papers on national and international events and national policies of Bangladesh as well as preparation of counter reaction for the press.
				(d) Experience in projection of important national events/policies/principles.
				(e) Experience in External Publicity will be considered as an added qualification.

14 Assistant Director
(External Publicity).

Between 25 to 35 years
(relaxable up to 40
years in case of de-
partmental candidates).

For direct recruitment :

- (a) At least 2nd Class Master's Degree in Journalism, Political Science, International Relations and allied subject.
- (b) At least 3 years' experience in journalism/External Publicity/related field.
- (c) Experience in appraisal of press reaction from foreign and national newspapers on national and international events and national policies of Bangladesh as well as preparation of counter reaction for the press.
- (d) Experience in projection of important national events, policies/principles.
- (e) Experience in External Publicity will be considered as added qualification."

By order of the President
FARUQ A. CHOUDHURY
Secretary.

NOTIFICATION

Dhaka, the 19th December, 1984.

No. S.R.O. 567-L/84.—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 CYPHER OFFICERS AND STAFF (MINISTRY OF FOREIGN AFFAIRS) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called The Cypher Officers and Staff (Ministry of Foreign Affairs) Recruitment Rules, 1984.

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

- (a) "appointing authority" means the Government and includes, in relation to any specified post or class of 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) "probationer" means a person appointed on probation to any specified post;
- (d) "recognised University or Board" means a University or Board established by or under any law for the time being in force and includes any other University or Board declared by the Government, after consultation with the Commission, to be a recognised University or Board for the purpose 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; and
- (g) "specified post" means a post specified in the Schedules.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the Schedule and instructions relating to reservation of posts and quota system existing in this behalf appointment to a specified post shall be made—

- (a) by direct recruitment; or
- (b) by promotion.

(2) No person shall be appointed to a specified post unless he has the requisite qualifications and in the case of direct recruitment he is also within the age limit laid down in the Schedule for that post:

Provided that the upper limit of age may be relaxed in the case of a person who has already been appointed to a specified post on *ad hoc* basis, by such period as he may have been holding the post continuously as an *ad hoc* appointee.

4. **Appointment by direct recruitment.**—(1) The appointment to a specified post should be made by direct recruitment by the Secretary, Ministry of Foreign Affairs. (No consultation with/recommendation from the Bangladesh Public Service Commission shall be necessary for the appointment of Cypher Assistants as already decided *vide* Establishment Division's notification No. Estab/RI/S-71/73(pt.)149, dated 16th July 1984.

(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; 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 an appointment is certified in the case of gazetted post, by a Medical Board must set up for the purpose by the Director of Health Services and in the case of non-gazetted post, by an authorised Medical Officer, 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 authority 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 proper channel.

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.

(2) A person shall not be eligible for appointment by promotion to a specified post if he has unsatisfactory records of service.

6. **Promotion.**—(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 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 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, direct by order.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Deputy Director (Cypher)	--	By promotion from Cypher Officers of the Ministry of Foreign Affairs.	At least Bachelor's Degree from a recognised University and seven years' experience as Cypher Officer in the Ministry of Foreign Affairs.
2	Cypher Officer	..	By promotion from Cypher Assistants of the Ministry of Foreign Affairs.	At least Bachelor's Degree from a recognised University and seven years' experience as Cypher Assistant in the Ministry of Foreign Affairs.
SCHEDULE II				
3	Cypher Assistant	Between 18 and 25 years. Relaxable up to 30 years for the Govt. servants. The candidate should be of good health to be able to bear the strain of strenuous work both day and night under varying climate at home and abroad.	By direct recruitment. No consultation with/recommendation from Bangladesh Public Service Commission shall be necessary for the appointment.	At least Bachelor's Degree from a recognised University. Must be well up in English language.

By order of the President
FARUQ A. CHOUDHURY
Secretary.

NOTIFICATION

Dhaka, the 19th December 1984

No. S.R.O. 568-L/84.—In pursuance of the Proclamation of 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 MINISTRY OF FOREIGN AFFAIRS (NON-GAZETTED EMPLOYEES)
RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called The Ministry of Foreign Affairs (Non-Gazetted Employees) 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 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) "probationer" means a person appointed on probation to a specified post;
- (d) "recognised University" means an 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 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; 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 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 excluding class IV 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 a 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 Officer duly authorised in this behalf by the Director General 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 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 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.

(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 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 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, direct by order.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Research Assistant	Maximum 27 years. Upper age limit may be relaxed up to 30 years for Govt. employees.	By direct recruitment	<i>For direct recruitment</i> —Minimum a Bachelor's degree from a recognised University.
2	Receptionist	Ditto	Ditto	H.S.C. from a recognised Board.
3	Telex Operator	Ditto	Ditto	H.S.C. (Science Group) from a recognised Board.
4	Despatch Rider	Ditto	Ditto	Read up to Class VIII with valid Motor Cycle driving licence.
5	Duplicating Machine Operator	Ditto	By promotion from amongst the MLSS, if no suitable candidate is available for promotion, by direct recruitment.	<i>For promotion</i> —Minimum 5 years' service with knowledge of operating duplicating machine.
6	Electrician	Maximum 27 years.	By direct recruitment	<i>For direct recruitment</i> —Minimum qualification S.S.C. S.S.C. with 3 years' practical experience.
7	Bus Helper-cum-Cleaner	Between 18 and 25 years. Relaxable in case of person in Govt. service.	Ditto	Read up to Class VIII with three years' experience in the allied field.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.		Qualification.
			3	4	
1	2	3	4	5	
8	Type Writer Mechanic	Maximum 27 years	By direct recruitment		Minimum qualification H.S.C. with three years' experience in the allied field.
9	Care Taker	Ditto	Ditto		H.S.C. from a recognised Board.
10	Steward/House Superintendent.	Ditto	Ditto		Minimum a Bachelor's Degree from a recognised University. Proficiency in English with previous experience will be preferred.
11	Security Guard	Between 18 and 25 years. Relaxable in case of person in Govt. service.	Ditto		Read up to Class VIII. Ex-army personnel will be given preference.
12	Gardener/Mali	Ditto	Ditto		Read up to Class VIII.
13	Head Cook	Ditto	By promotion from Cook/Cook Asstt. If no suitable candidate is available, by direct recruitment.		H.S.C. with 5 years' experience in the feeder post.
14	Cook	Ditto	By direct recruitment		S.S.C. from a recognised Board having 5 years' experience.
15	Cook Assistant	Between 18 and 25 years. Relaxable in case of person in service.	Ditto		Ditto
16	Cook Mate	Ditto	Ditto		Read up to Class VIII with 3 years' experience in this field.

17	Butler	Ditto	Read up to Class VIII with 5 years experience.
18	Room Bearer	Between 18 and 28 years	Ditto.
19	Mashalchi	Between 18 and 27 years; Relaxable in case of person in Govt. service up to 30 years.	Ditto.
20	Cleaner/Room Cleaner	Ditto	Read up to Class VIII.
21	Sweeper	Ditto	Read up to Class VIII or professional sweeper.

By order of the President
FARUQ A. CHOUDHURY
Secretary.