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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF WORKS  
NOTIFICATION

Dhaka, the 30th January 1985

No. S.R.O. 61-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 NON-GAZETTED EMPLOYEES (DIRECTORATE OF GOVERNMENT  
ACCOMMODATION) RECRUITMENT RULES, 1984

1. **Short title.**—These rules may be called the Non-Gazetted employees (Directorate of Government Accommodation) Recruitment Rules, 1984.

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

- (a) "appointing authority" means the Government 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" or Board means a University or Board established by or under any law for the time being in post and includes any other University or Board declared by the Government after consultation with the Commission, to be recognised University or Board for the purpose of these rules;

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- (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 schedule and instructions relating to reservation and quota, 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 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.

**5. 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 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 appointed for the purpose 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.

6. **Probation.**—(1) A person 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 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, the appointing authority—

- (a) if it is satisfied that the conduct and work of the probationer during this period of probation has been satisfactory, shall subject to the provision 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 unless 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.	Qualification and experience.
1	2	3	4	5
1	Head Assistant (Tk. 400—825).	..	By promotion from the U.D.A., Stenotypist, Nazir, Store-keeper, U.D.-cum-Cashier.	5 years' service in the feeder post.
2	U.D.A. (Tk. 370—745).	..	As per Memo. No. Estab./R-1/S-23/72/28(500), dated 12-10-1972.	
3	Store-keeper, Nazir, U.D.-cum-Cashier, (Tk. 370—745).	..	By promotion from the L.D.A.-cum-Typist/Assistant Accountant.	5 years' service in the feeder post.
4	Inspector, Care-Taker (Tk. 400—825).	..	By promotion from the Sub-Inspector and Shop Inspector.	3 years' service in the feeder post.
5	Sub-Inspector and Shop-Inspector. (Tk. 370—745).	..	By promotion from the Assistant Sub-Inspector, Supervisor, Care-Taker and Sanitary Inspector.	5 years' service in the feeder post.
6	Accountant (Tk. 370—745).	..	By promotion from the Assistant Accountant.	5 years' service in the feeder post.
7	Draftsman and Overseer (Tk. 325—610).	..	By transfer on deputation from P.W.D.	
8	Stenographer (Tk. 400—825).	.. 25 years	As per recruitment Rules prescribed by Government.	

9	Stenotypist (Tk. 370—745).	25 years	Ditto.	
10	L.D.A.-cum-Typist (Tk. 300—540).	25 years	Ditto.	
11	Driver (Tk. 300—540).	25 years	By direct recruitment.	Class VIII having 3 years' experience with valid driving licence.
12	Assistant Accountant (Tk. 300—540).	25 years	(i) 80% by direct recruitment (ii) 20% by promotion from the Class-IV staff.	(i) H.S.C. from the recognised Board. (ii) S.S.C. with 5 years' service in the feeder post.
13	Sanitary Inspector (Tk. 300—540).	25 years	By direct recruitment	H.S.C. with certificate from the recognised Institute.
14	Assistant Sub-Inspector, Supervisor, Care-taker. (Tk. 300—540).	25 years	(i) 80% by direct recruitment (ii) 20% by promotion from the Class-IV staff.	(i) H.S.C. from the recognised Board. (ii) S.S.C. with 5 years' experience in the feeder post.
15	Despatch Rider (Tk. 250—362).	..	By promotion from the Class-IV staff	5 years' service in the feeder post with valid Motor Cycle driving licence.
16	Duplicating Machine Operator, (Tk. 250—362).	..	By promotion from the Class-IV staff	5 years' service in the feeder post with knowledge of operating in Duplicating Machine.
17	Daftary (Tk. 250—362).	..	By promotion from the M.L.S.S.	5 years' service in the feeder post with experience in binding works.
18	Head Guard (Tk. 240—345).	..	By promotion from the Guard	5 years' service in the feeder post.

1	2	3	4	5
19	M.L.S.S., Guard, Bearer, 25 years Mashalchi, Mali, (Tk. 225—315).	By direct recruitment	Read up to Class VIII with good physique.	
20	Cook (Tk. 240—345).	By direct recruitment	25 years	Read up to Class VIII with 3 years' experience in cooking.
21	Sweeper (Tk. 225—315).	By direct recruitment	25 years	Read up to Class VIII or Professional Sweeper.

By order of the President  
M. AYUBUR RAHMAN  
*Secretary.*