

**THE NON-GAZETTED EMPLOYEES'
(BUREAU OF MANPOWER,
EMPLOYMENT AND TRAINING)
RECRUITMENT RULES, 1984.**

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF HEALTH AND POPULATION CONTROL
Health Wing

NOTIFICATION

Dhaka, the 19th June 1984

No. S.R.O. 269-L/84.—In exercise of the powers conferred by sub-section (2) of section 1 of the Breast Milk Substitute (Regulating of Marketing) Ordinance, 1984 (XXXIII of 1984), the Government is pleased to appoint the 1st January, 1984 to be the date on which the said Ordinance shall come into force.

By order of the President

A. B. M. GHULAM MOSTAFA
Secretary.

MEH Section

NOTIFICATION

Dhaka, the 20th June 1984

No. S.R.O. 270-L/84.—In exercise of the powers conferred by section 15 of the Medical Practice and Private Clinics and Laboratories (Regulation)

(7915)

Price Taka 1-00

Ordinance, 1982 (IV of 1982), the Government is pleased to make the following amendments in Schedule A of the said Ordinance, namely:—

In the aforesaid schedule under heading "1 maximum Fees for Medical consultation",—

(a) against serial 1 in the First column,—

(i) against entry (i) in the third column, for the figures "40.00", "20.00" and "80.00" in the fourth, fifth and sixth column the figures "60.00", "30.00" and "100.00" shall respectively be substituted; and

(ii) against entry (ii) in the third column, for the figures "30.00", "15.00" and "60.00" the figures "40.00", "20.00" and "80.00" shall respectively be substituted; and

(iii) against entry (iii) in the third column, for the figures "20.00", "10.00" and "40.00" the figures "25.00", "15.00" and "45.00" shall respectively be substituted; and

(b) against serial 2 in the first column,—

(i) against entry (i) in the third column, for the figures "40.00", "20.00" and "80.00" in the fourth, fifth and sixth column the figures "60.00", "30.00" and "100.00" shall respectively be substituted; and

(ii) against entry (ii) in the third column, for the figures "20.00", "10.00" and "40.00" the figures "25.00", "15.00" and "45.00" shall respectively be substituted.

By order of the President

A. B. M. GHULAM MOSTAFA
Secretary.

MINISTRY OF LABOUR AND MANPOWER

Section-III

NOTIFICATION

Dhaka, the 18th June 1984

No. S.R.O.271-L/84/S-III/1R-5/84/250.—In pursuance of the Proclamation of the 24th March, 1982 and in exercise of all powers enabling him in that behalf, the President is pleased to make the following rules, namely:—

THE NON-GAZETTED EMPLOYEES' (BUREAU OF MANPOWER, EMPLOYMENT AND TRAINING) RECRUITMENT RULES, 1984

1. Short title.—These rules may be called the Non-Gazetted Employees' (Bureau of Manpower, Employment and Training) 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) "headquarters" means the headquarter office of the Bureau of Manpower, Employment and Training;
- (d) "probationer" means a 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 Board declared by the Government, after consultation with the Commission, to be a recognised Board for the purpose of these rules;
- (f) "recognised University" means a 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;
- (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;
- (i) "specified post" means a post specified in the Schedule; and
- (j) "subordinate offices" means the offices established at district or divisional headquarter, Technical Training Centres and other offices under the Bureau of Manpower, Employment and Training.

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.

(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 of 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 by the Government in this behalf 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.

- 5) 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

PART-I: Headquarter Office of the Bureau of Manpower, Employment and Training.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Research Assistant	Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.	(i) By promotion from amongst the following in order of preference :- (a) Statistical Assistants; and (b) Computers ; or (ii) if none is found suitable for promotion, by direct recruitment.	(i) For promotion.— At least three years' experience as Statistical Assistant or Computer. (ii) For direct recruitment.— Bachelor's degree from a recognised University. Experience in research or statistical work is preferable.
2	Statistical Assistant	Not exceeding 25 years	By direct recruitment	Bachelor's degree from a recognised University with Statistics as one of the subjects.
3	(a) Accountant (b) Cashier	—	By promotion from amongst the Accountants, Upper Division Assistants and Cashiers of the subordinate offices.	At least three years' experience as Accountant or Upper Division Assistant, or five years' experience as Cashier.

4	Computer	Not exceeding 25 years, By direct recruitment relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Bachelor's degree from a recognised University with Statistics as one of the subjects. Experience in statistical work is preferable.
5	Cyclostyle Machine Operator.	-	By promotion from amongst the Messengers and MLSS.	(a) At least five years' experience in a post of posts from which promotion will be made; and (b) must have knowledge of operating duplicating machine.
6	Record Supplier	-	By promotion from amongst the Messenger and MLSS.	At least five years' experience in a post of posts from which promotion will be made.
7	Driver	Not exceeding 35 years	By direct recruitment	(a) Must possess valid driving licence with at least three years' experience. (b) Must have read up to Class VIII.
8	Daftary	-	By promotion from amongst the Messengers and MLSS.	At least three years' experience in a post of posts from which promotion will be made.
9	MLSS	Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Must have passed Class VIII. Candidates knowing cycling will be given preference.

PART-II : Subordinate Offices of the Bureau of Manpower, Employment and Training.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	Manpower Survey Officer.	Not exceeding 25 years, relaxable up to 30 years for the candidates already in Government service.	(i) 50% by direct recruitment; and (ii) 50% by promotion from amongst the Head Assistants, Computers and Statistical Assistants of the Headquarters, and Head Assistants and office Superintendents of the subordinate offices.	(i) For direct recruitment. - Bachelor's degree from a recognised University with Economics or Statistics as one of the subjects. Preference will be given to the candidates having at least one year's experience in industrial or commercial field. (ii) For promotion. - At least three years' experience in a post or posts from which promotion will be made.
2	(a) Office Superintendent. (b) Head Assistant.	...	By promotion from amongst the following in order of preference :- (a) Accountants and Upper Division Assistants of the subordinate offices; (b) Cashiers and Store Keepers of the subordinate offices; and	(a) At least three years' experience in a post or posts specified in column 4(a); or (b) At least seven years' experience in a post or posts specified in column 4(b) and (c).

(c) Lower Division Assistants and Clerk-typist of the Headquarters and subordinate offices.

3	Care Taker (Higher Scale).	By promotion from amongst the Care Takers (Lower Scale).	At least seven years' experience as Care Taker (Lower Scale).	Higher Secondary Certificate or its equivalent from a recognised Board.
4	Hostel Superintendent.	Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Preference will be given to the candidates having experience in hostel management.
5	Care Taker (Lower Scale).	Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Higher Secondary Certificate or its equivalent from a recognised Board.
6	Librarian	Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Preference will be given to the candidates having experience in Care Taking and maintenance of building.
7	Cashier	Not exceeding 27 years, relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Higher Secondary Certificate or its equivalent from a recognised Board.

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1	2	3	4	5
✓ 8	Draftsman	Not exceeding 25 years, relaxable up to 30 years in case of experienced candidates.	By direct recruitment	(a) Secondary School Certificate or its equivalent from a recognised Board; and (b) Certificate of proficiency in draftsmanship from any Training Institute recognised by the Government in this behalf.
9	Skilled Worker	Not exceeding 30 years, relaxable by 5 years in case of experienced candidates.	By direct recruitment	Must possess trades certificate in the relevant trade from any Institute recognised by the Government in this behalf or at least six years' practical experience in the relevant trade.
10	✓ (a) Driver, (b) Serang, (c) Speed Boat Driver, (d) Launch Driver.	Not exceeding 30 years, relaxable up to 35 years in case of experienced candidates.	By direct recruitment	(i) For Driver.—Must possess valid driving licence and must have at least three years' experience. (ii) For Serang, Speed Boat Driver and Launch Driver.—Must have at least Second Class Certificate of Competency and at least three years' experience in the line.
✓ 11	Compounder	Not exceeding 30 years	By direct recruitment	(a) Secondary School Certificate or its equivalent from a recognised Board; and (e) Must possess Certificate of Competency or its equivalent.

(i) For direct recruitment.—Diploma in Engineering or Technology with at least three years' experience in the relevant trade; or

Secondary School Certificate or its equivalent from a recognised Board with formal apprenticeship training in technical trade of at least three years' duration and with at least five years' practical experience in the relevant trade; or

Secondary School Certificate or its equivalent from a recognised Board with at least seven years' service in the Bangladesh Army, Air-Force or Navy as Non-Commissioned Officer in the relevant trade; or

Secondary School Certificate or its equivalent from a recognised Board with Trade Course Certificate or Instructorship Certificate from any Institute recognised by the Government in this behalf with at least seven years' practical experience in the relevant trade.

(ii) For promotion.—At least five years' experience as Senior Instructor at Technical Training Centre.

(i) 50% by direct recruitment; and

(ii) 50% by promotion from amongst the Senior Instructors of Technical Training Centres.

(a) Chief Instructor, Not exceeding 30 years, relaxable for the candidates already in Government service.

(b) Staff Trainer, Technical Training Centres.

1	2	3	4	5
13	Senior Instructor, Technical Training Centres.	Not exceeding 30 years, relaxable for the candidates already in Government service.	<p>(i) 50% by direct recruitment; and</p> <p>(ii) 50% by promotion from amongst the Instructors of Technical Training Centres, and Craft Instructors and Draftsman Instructors of Bangladesh Institute of Marine Technology.</p>	<p>(i) For direct recruitment.—Diploma in Engineering or Technology with at least three years' experience in the relevant trade; or</p> <p>Secondary School Certificate of its equivalent from a recognised Board with formal apprenticeship certificate of at least three years' duration in the trade and with at least four years' practical experience in the relevant trade; or</p> <p>Secondary School Certificate of its equivalent from a recognised Board with trade course certificate or trade instructor course certificate in the trade from any Institute recognised by the Government in this behalf and with at least five years' practical experience in the trade.</p>
14	Senior Instructor (Related subjects) of Technical Training Centres.	Not exceeding 30 years, relaxable for the candidates already in Government service.	<p>(i) 50% by direct recruitment; and</p> <p>(ii) 50% by promotion from amongst the Instructors (related subjects) of</p>	<p>(i) For promotion.—At least four years' experience in a post or posts from which promotion will be made.</p> <p>(ii) For direct recruitment.—Bachelor's degree from a recognised university with Mathematics, Physics, Chemistry or English as one of the subjects.</p>

Technical Training Centres and Craft Instructors of Bangladesh Institute of Marine Technology.

Preference will be given to candidates having teaching experience.

(b) For promotion.—At least three years' experience in a post or posts from which promotion will be made.

By direct recruitment

15 Instructor of Technical Training Centres. Not exceeding 30 years, reliable for the candidates already in Government service.

Diploma in Engineering of Technology in the relevant subject with at least one year's experience in the trade; or

Secondary School Certificate or its equivalent from a recognised Board with formal apprenticeship certificate in the trade of at least three years' duration and with at least two years' practical experience in the relevant trade; or

Secondary School Certificate or its equivalent from a recognised Board with trade course certificate or trade Instructor course certificate in the trade from any Institute recognised by the Government in this behalf and with at least three years' experience in the trade; or

Secondary School Certificate or its equivalent from a recognised Board with at least eight years' practical experience in the trade.

1	2	3	4	5
16	<p>Draftsman Instructor of Bangladesh Institute of Marine Technology.</p> <p>Not exceeding 30 years, relaxable for candidates already in Government service.</p>	<p>By direct recruitment</p>	<p>Diploma in Engineering or Technology in the relevant subject with at least one year's experience in the relevant trade ; or</p> <p>Secondary School Certificate or its equivalent from a recognised Board with formal apprenticeship certificate in the trade of at least three years' duration and with at least two years' practical experience in the relevant trade ; or</p> <p>Secondary School Certificate or its equivalent from a recognised Board with trade course certificate or trade Instructor course certificate in the trade from any Institute recognised by the Government in this behalf and with at least three years' experience in the trade ; or</p> <p>Secondary School Certificate or its equivalent from a recognised Board with at least eight years' practical experience in the trade.</p>	<p>Preference will be given to candidates having teaching experience.</p>
17	<p>Craft Instructor (Demonstrator for Physics and Chemistry) of Bangladesh Institute of</p> <p>Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.</p>	<p>By direct recruitment</p>	<p>Bachelor's degree from a recognised University with Physics or Chemistry as one of the subjects.</p>	<p>Preference will be given to candidates having teaching experience.</p>

18	Marine Technology, Narayanganj. Instructor (for Mathematics, Science and English) of Technical Training Centres.	Not exceeding 25 years, relaxable up to 30 years for candidates already in Government service.	By direct recruitment	Bachelor's degree in the relevant subject from a recognised University having at least one year's teaching experience in the relevant subject.
19	Arabic Teacher, Technical Training Centre and Bangladesh Institute of Marine Technology.	Ditto.	By direct recruitment	Bachelor's degree from a recognised University with Arabic as one of the subjects; or Kamil from a Madrasah recognised by the Government in this behalf with experience in teaching Arabic Secondary School Certificate or its equivalent from a recognised Board.
20	Assistant Store-keeper.	Ditto.	By direct recruitment	Preference will be given to the candidates having experience in store-keeping and accounts work.
21	Cyclostyle Machine Operator.	...	By promotion from amongst the Messengers and MLSS.	(a) At least five years' experience in a post or posts from which promotion will be made; and (b) Must have knowledge of operating duplicating Machine
22	Dresser	Ditto.	By direct recruitment	Dresser's course passed or at least three years' experience as Dresser in a Hospital recognised by the Government in this behalf.

1	2	3	4	5
23	(a) Workshop Assistant, (b) Tool Room Attendant, (c) Laboratory Attendant.	Not exceeding 25 years, relaxable up to 20 years for candidates already in Government service.	By direct recruitment.	Must have passed Class VIII having experience in the field.
24	(a) Daftry, (b) Khalasi.	...	By promotion from amongst the MLSS.	At least three years' service in the post from which promotion will be made.
25	(a) Peon, (b) Messenger, (c) Chowkidar, (d) Guard, (e) Sweeper, (f) Farash, (g) Launch Crew, (h) Cook.	Not exceeding 25 years, relaxable for candidates already in Government service.	By direct recruitment.	Must have passed Class VIII. Preference will be given to the candidates knowing cycling and having experience in the field.

By order of the President

E. M. RAEBANI
Secretary.

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