


The  
**Bangladesh**  **Gazette**  
**Extraordinary**  
**Published by Authority**

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SUNDAY, JANUARY 26, 1986

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF INFORMATION

NOTIFICATION

Dhaka, the 26th January 1986

**No. S.R.O. 42-L/86.**—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 and in supersession of all previous rules on the subject, is pleased to make the following rules, namely:—

**THE GAZETTED OFFICERS (OTHER THAN CADRE SERVICE) AND NON-GAZETTED EMPLOYEES (PRESS INFORMATION DEPARTMENT) RECRUITMENT RULES, 1985.**

1. **Short title.**—These rules may be called The Gazetted Officers (other than Cadre Service) and Non-Gazetted Employees (Press Information Department) Recruitment Rules, 1985.

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) "Department" means the Press Information Department of the Ministry of Information;
- (d) "Probationer" means a person appointed on probation to a specified post against a substantive vacancy;

- (e) "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;
- (f) "requisite qualification" in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (g) "Schedule" means the Schedule annexed to these rules; and
- (h) "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 of posts, 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) Subject to the provision of Public Service Commission (Consultation) Regulation, 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 or a permanent resident of, or domiciled in, Bangladesh;
- (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 Board set up for the purpose by the Government 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 a specified post; and
- (b) in the case of a person already in Government service or in the service of a local authority, he has applied through his official superior.



5. **Appointment by promotion.**—(1) Appointment by promotion or by transfer on deputation to a specified post shall be made after considering the recommendations of such Departmental Promotion Committee as the Government may set up for the purpose :

Provided that appointment by promotion to a specified post of higher class from a lower 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 no satisfactory service records.

6. **Probation.**—(1) Persons 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 in the case of any person 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 the 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.

*Explanation.*—The period of probation of a probationer shall be deemed to have been extended if no order under this sub-rule has been made.

(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.
1	2	3	4	5
1	Chief Photographer	..	By promotion from the Assistant Chief Photographer Or By transfer on deputation.	(a) For promotion : 3 years' service as Assistant Chief Photographer. (b) For persons to be appointed by transfer on deputation: Must hold a post in other Departments under the Ministry of Information equal to the rank and status of the post of Chief Photographer.
2	Assistant Chief Photographer.	..	By promotion from amongst Photographer.	5 years' service as Photographer.
3	Assistant Information Officer/Junior Feature Writer.	Not exceeding 27 years, relaxable up to 35 years in case of departmental candidates.	(a) 50% by promotion from amongst Information Assistant, and (b) 50% by direct recruitment.	(a) For promotion : 5 years, service in the feeder post. (b) For direct recruitment : Second Class Master's Degree from a recognised University. Preference will be given to candidates having Degree or Diploma in Journalism.
4	Administrative Officer/ Purchase Officer/Addl. Accounts Officer/ Distribution Officer.	..	(a) 80% by promotion from amongst the following in order of Preference: (i) Head Assistant ; and ]	5 years' service as Head Asstt. and 10 years' service as Accountant/ U.D. Asstt./Stenographer.



- (ii) Accountant /U.D. Assistant, and  
 (b) 20% by Promotion from amongst the Stenographers.
- 5 Head Assistant . . . . . By Promotion from amongst Accountant/U.D. Assistant. 5 years' service as Accountant/U.D. Assistant.
- 6 Stenographer As per rules framed by the Government.
- 7 Steno-Typist Ditto
- 8 Lower Division Assistant-Cum-Typist. Ditto
- 9 Despatch Rider Between 18—25 years. By direct recruitment.]
- 10 Duplicating Machine Man. Between 18—25 years. By promotion from amongst the MLSS and if no suitable candidate is available for promotion, by direct recruitment.
- 11 Information Assistant Between 18—28 years. By direct recruitment
- (a) Read up to Class-VIII.  
 (b) 3 years' experience in the line.  
 (c) Must have Motor-Cycle driving licence.
- (a) For promotion : 5 years' service in the feeder post.  
 (b) Must have experience in the line.  
 (c) For direct recruitment : Secondary School Certificate from a recognised Board with experience in the line.
- Graduate from a recognised University with 3 years' experience as a Reporter/Translator in a newspaper, News Agency, Radio and Television. Preference will be given to the candidates having Diploma in Journalism with cultural background and knowledge of translation from English to Bengali and *Vice-versa*.

1	2	3	4	5
12	Photographer	Not exceeding 27 years. Relaxable in case of departmental candidates.	By direct recruitment	<p>(a) H.S.C. preferably with Science.</p> <p>(b) Should be thoroughly conversant with modern techniques of Photographic equipment such as camera, enlarger, electronic flashgun, etc.</p> <p>(c) Must have good knowledge of Bengali and English, to be able to describe photographs and write captions.</p> <p>(d) Two years' experience as a photographer in any organisation or daily newspapers.</p> <p>(e) Freelance photographers with ability to take news photographs.</p>
13	Accountant/Upper Division Assistant.		By promotion from amongst the LDA-cum-Typist.	5 years' service as LDA-cum-Typist. Candidates having knowledge of Accounts work will be preferred for the post of Accountant.
14	Librarian	Between 18—25 years	By direct recruitment	Graduate from a recognised University with Certificate of Librarianship. Candidates with experience in the line will be preferred.
15	Store Keeper	Not exceeding 30 years	By promotion from amongst the Store Assistant. If no suitable candidate is available for promotion, by direct recruitment.	<p>For promotion: 5 years' service as Store Assistant.</p> <p>For direct recruitment: H.S.C. in Commerce. Must have five years' experience as Store-Keeper in Government Departments or Corporation.</p>



16	Store Assistant	Between 18—25 years	By direct recruitment	H.S.C. in Commerce. Candidates with experience of work as Store Assistant in Government Departments or Corporations will be preferred.
17	Cataloguer	Between 18—25 years	By direct recruitment	H.S.C. Candidates having experience in this line will be given preference.
18	Bromide Printer	Not exceeding 28 years	By promotion from amongst the Dark Room Assistant. If no suitable candidate is available for promotion, by direct recruitment.	<p><i>For promotion:</i> 3 years' service in the feeder post.</p> <p><i>For direct recruitment:</i></p> <p>(a) S.S.C. from a recognised Board.</p> <p>(b) Should have knowledge of developing, printing, enlarging and spotting of photographing.</p> <p>(c) Must have three years' experience of working in a photographic studio.</p>
19	Darkroom Assistant	Not exceeding 27 years	By direct recruitment	<p>(a) S.S.C. from a recognised Board.</p> <p>(b) Must have knowledge of developing and printing of photographs and preparation of photographic chemicals.</p> <p>(c) Must have two years' working experience in a photographic studio.</p>

1	2	3	4	5
20	Developing Man	Not exceeding 27 years	By direct recruitment	<p>(a) S.S.C. from a recognised Board.</p> <p>(b) Must have knowledge of developing, printing and enlarging of photographs.</p> <p>(c) Must have two years' working experience in photographic studio.</p>
21	Glazer-cum-Trimer	Between 18—25 years	By direct recruitment	<p>(a) S.S.C. from a recognised Board.</p> <p>(b) Must have knowledge of mixing of photographic chemicals, photo-washing and glazing.</p>
22	T.P./Telex Operator	Between 18—25 years	By direct recruitment	<p>(a) S.S.C. from a recognised Board.</p> <p>(b) Must have teleprinting speed of 30 words per minute.</p> <p>(c) Experience in the line will be preferred.</p>
23	Cash Sarker	Between 18—25 years	By promotion from amongst the M.L.S.S.	<p>(a) S.S.C. from a recognised Board and 3 years' service in the feeder post.</p>
24	Finisher	Between 18—25 years	By promotion from amongst the Dark Room Assistant, Developing Man and Glazer-cum-Trimer. If no suitable candidate is available for promotion, by direct recruitment.	<p>(a) <i>For promotion:</i> 3 years' service as Darkroom Assistant and Developing Man and 4 years' service in case of Glazer-cum-Trimer.</p> <p>(b) <i>For direct recruitment:</i></p> <p>(i) S.S.C.</p> <p>(ii) Should have knowledge of developing, retouching and finishing photographs.</p>



(iii) Must have at least 3 years' working experience in Photographic studio.

(a) *For promotion*: 3 years' service as MLSS with experience in the line.

(b) *For direct recruitment*: S.S.C. from a recognised Board with experience in the line.

Read up to Class VIII.

Read up to class V or professional Sweeper.

Must have a Degree in commercial or fine arts from a recognised University.

5 years' experience as an Artist in Government/Semi-Government/Daily Newspaper.

Experience of work in drawing illustration, cartoon, etc. is essential.

By order of the President  
**MANZUR MURSHED**  
*Secretary.*

By promotion from amongst the MLSS. If no suitable candidate is available for promotion, by direct recruitment.

By direct recruitment

By direct recruitment

By direct recruitment

25 Record Supplier/Daftry Between 18—25 years

26 MLSS/Guard Between 18—25 years

27 Sweeper Between 18—25 years

28 Artist Between 27—30 years.  
 Relaxable in case of departmental candidates.