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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

CABINET SECRETARIAT

Establishment Division

*IT Section*

NOTIFICATION

Dacca, the 10th April, 1981

No. S.R.O. 114-L/81.—In exercise of the powers conferred by the proviso to article 133 of the Constitution of the People's Republic of Bangladesh, the President, after consultation with the Bangladesh Public Service Commission as required by clause (2) or article 140 of that Constitution, is pleased to make the following rules, namely :—

1. **Short title.**—These rules may be called the Bangladesh Administrative Staff College (Officers and Employees) Recruitment Rules, 1981.

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) "Board of Governors" means the Board of Governors of the Bangladesh Administrative Staff College;
- (c) "College" means the Bangladesh Administrative Staff College;

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- (d) "Commission" means the Bangladesh Public Service Commission;
- (e) "probationer" means a person appointed on probation to a specified post;
- (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; and
- (i) "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 for the purpose of clause (3) of article 29 of the Constitution, 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:

Provided that the upper limit of age may be relaxed in the case of Government servants for direct recruitment.

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; or
- (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 competent to issue medical certificate, or as the case may be, by a Medical Board set up for the purpose by the Director 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 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 shall be made—

- (a) to the posts specified against serial numbers 2, 3, and 4 in column 1 of the Schedule on the recommendation of the Board of Governors; and
- (b) to other specified posts on the recommendation of such Selection Committee as the Board of Governors may constitute in this behalf:

Provided that appointment by promotion from a specified post of lower class to that of a 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. Appointment by transfer on deputation.**—Appointment by transfer on deputation shall be made by the appointing authority—

- (a) to the posts specified against serial numbers 1, 2, 3, 4 and 5 in column 1 of the Schedule on the recommendation of the Board of Governors; and
- (b) to other specified posts on the recommendation of such Selection Committee as the Board of Governors may constitute in this behalf.

**7. 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 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 the conduct and work of the probationer 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 the service of the probationer; 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.

8. **Relaxation, etc.**—Notwithstanding anything contained in these rules, the Government may, in consideration of experience and merit of a candidate and with the concurrence of the Commission, relax any of the requirements of these rules to such extent and subject to such condition, if any, as it may deem fit.



## 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	Principal	..	By transfer on deputation	Government officer of equivalent rank and status.
2	Vice-Principal	.. Not exceeding 47 years.	By promotion from amongst the Senior Members of Directing Staff and, if none is found suitable for promotion, by transfer on deputation or by direct recruitment.	(a) <i>For promotion.</i> —At least four years' experience as Senior Member of Directing Staff in the College. (b) <i>For transfer on deputation.</i> —Government officer of equivalent rank and status. (c) <i>For direct recruitment.</i> —(i) Doctorate Degree in Public Administration, Development Administration, Economics, Development Economics, Business Administration, Commerce, Political Science, History, Sociology, Statistics, International Relations, Philosophy or Psychology from a recognised University with 13 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both; OR First Class Master's Degree with Second Class Honours in any of the above subjects from a recognised university with 15 years' experience in

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
3	Senior Member of Directing Staff.	Not exceeding 45 years.	<p>(a) 50% by promotion from amongst the Members of Directing Staff and, if none is found suitable for promotion, by transfer on deputation;</p> <p>and</p> <p>(b) 50% by direct recruitment or by transfer on deputation.</p>	<p>teaching in Honours and Post-Graduate classes or in administration or in both;</p> <p>OR</p> <p>Second Class Master's Degree with Second Class Honours in any of the above subjects from a recognised university with 17 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both.</p>
			<p>(ii) Foreign training or research experience with publication in the field of Public Administration will be considered as additional qualification.</p>	
			<p>(a) <i>For promotion.</i>—At least three years' experience as Member of Directing Staff in the College.</p>	
			<p>(b) <i>For transfer on deputation.</i>—Government officer of equivalent rank and status.</p>	
			<p>(c) <i>For direct recruitment.</i>—(i) Dicoctorate Degree in Public Administration, Development Administration, Economics, Development Economics, Business Administration, Commerce, Political</p>	

Science, History, Sociology, Statistics, International Relations, Philosophy or Psychology from a recognised university with 11 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both;

OR

First Class Master's Degree with Second Class Honours in any of the above subjects from a recognised university with 13 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both;

OR

Second Class Master's Degree with Second Class Honours in any of the above subjects from a recognised university with 15 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both.

- (ii) Foreign training or research experience with publication in the field of Public Administration will be considered as additional qualification.



Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	2	4	5
4	Member of Directing Staff.	Not exceeding 42 years.	<p>(a) 25% by promotion of the Secretary, Course of Studies and, if none is found suitable for promotion, by transfer on deputation; and</p> <p>(b) 75% by direct recruitment or by transfer on deputation.</p>	<p>(a) <i>For promotion.</i>—At least four years' experience as Secretary, Course of Studies.</p> <p>(b) <i>For transfer on deputation.</i>—Government officer of equivalent rank and status.</p> <p>(c) <i>For direct recruitment.</i>—(i) Doctorate Degree in Public Administration, Development Administration, Economics, Business Administration, Commerce, Political Science, History, Sociology, Statistics, International Relations, Philosophy or Psychology from a recognised university with 9 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both;</p> <p style="text-align: center;">OR</p> <p>First Class Master's Degree with Second Class Honours in any of the above subjects from a recognised university with 11 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both;</p> <p style="text-align: center;">OR</p>



Second Class Master's Degree with Second Class Honours in any of the above subjects from a recognised university with 13 years' experience in teaching in Honours and Post-Graduate classes or in administration or in both.

(ii) Foreign training or research experience with publication in the field of Public Administration will be considered as additional qualification.

5 Secretary, Course of Studies, Not exceeding 35 years. By direct recruitment or by transfer on deputation.

(a) *For direct recruitment.*—First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Public Administration, Economics, Business Administration, Commerce, Political Science, History, Sociology, Statistics, International Relations, Philosophy or Psychology from a recognised university with 10 years' experience in teaching in Honours and Post-Graduate classes or in any administrative training institute or in administration.

(b) *For transfer on deputation.*—Government officer of equivalent rank and status.

6 Librarian -- Not exceeding 35 years. By direct recruitment or by transfer on deputation.

(a) *For direct recruitment.*—Master's Degree in Library Science from a recognised university with at least ten years' experience in a university, research or training institute, or public library of repute;

OR

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
7	Accounts Officer	Not exceeding 35 years.	By direct recruitment or by transfer on deputation.	<p>Master's Degree with Degree in Library Science from a recognised university with ten years' experience in a university, research or training institute, or public library of repute.</p> <p>(b) <i>For transfer on deputation.</i>—Government officer of equivalent rank and status.</p> <p>(a) <i>For direct recruitment.</i>—First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Commerce from a recognised university; OR</p> <p>Master's Degree in Commerce from a recognised university with 3 years' experience in accounting.</p> <p>(b) <i>For transfer on deputation.</i>—Government officer of equivalent rank and status.</p>
8	Research Officer	Not exceeding 30 years.	By direct recruitment or by transfer on deputation.	<p>(a) <i>For direct recruitment.</i>—(i) First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Public Administration, Development Administration, Development Economics, Political Science, Economics, Sociology or Statistics from a recognised university.</p>



(ii) Preference will be given to those having research experience or publication.

(b) *For transfer on deputation.*—Government officer of equivalent rank and status.

9 Publication and Public Relation Officer. . . . .  
Not exceeding 25 years.

(a) *For direct recruitment.*—Master's Degree, not below Second Class, in Journalism, Public Administration, Political Science, International Relations, History, English or Economics from a recognised university.

(b) *For transfer on deputation.*—Government officer of equivalent rank and status.

10 Assistant Librarian . . . . .  
Not exceeding 30 years.

(a) *For direct recruitment.*—(i) Bachelor's Degree from a recognised university with a diploma in Library Science; and

(ii) At least five years' working experience in a library of repute.

(b) *For transfer on deputation.*—Government official of equivalent rank and status.

(c) *For promotion.*—At least five years' experience as Cataloguer in the Library of the College.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
11	Comptroller	Not exceeding 30 years.	By promotion from amongst the Head Assistant and Personal Assistant and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation.	<p><i>For direct recruitment.</i>—(i) At least Bachelor's Degree from a recognised University with three years' experience in managing hostels or catering establishment;</p> <p>OR</p> <p>Master's Degree from a recognised university, preferably with experience of managing hostels of catering establishments.</p> <p>(ii) Experience in accounts and audit work will be considered as additional qualification.</p> <p>(b) <i>For transfer on deputation.</i>—Government official of equivalent rank and status.</p> <p>(c) <i>For promotion.</i>—Six years' experience in the post from which promotion is to be made.</p>
12	Administrative Officer	Not exceeding 30 years.	By promotion from amongst the Head Assistant, Personal Assistant and Stenographer and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation.	<p><i>For direct recruitment.</i>—Master's Degree from a recognised university with three years' experience in administration and management, managing records and correspondence;</p> <p>OR</p>



Bachelor's Degree from a recognised university with six years' experience in administration and management, managing records and correspondence.

(b) *For transfer on deputation.*—Government officer of equivalent rank and status.

(c) *For promotion.*—Six years' experience in the post from which promotion is to be made.

(a) *For promotion.*—(i) Five years' experience in the post from which promotion is to be made ; and

(ii) Must have knowledge of noting and drafting and should be conversant with office rules, regulations, procedures, etc.

(b) *For transfer on deputation.*—Government official of equivalent rank and status.

(a) *For promotion.*—Five years' experience in the post from which promotion is to be made.

(b) *For direct recruitment.*—Bachelor's Degree from a recognised University preferably with experience in the line.

By promotion from amongst the Upper Division Assistants, Accountants, Nazir-cum-Care-Takers and Stenotypists and, if none is found suitable for promotion, by transfer on deputation.

By promotion from amongst the Mess and Dormitory Assistants, Sports and Common Room Assistant, Library Assistant and Lower Division Assistant and, if none is found suitable for promotion, by direct recruitment.

13 Head Assistant .. .. .

14 Nazir-cum-Care Taker. Not exceeding 25 years.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1		3	4	5
15	Accountant	Not exceeding 25 years.	By promotion from amongst the Lower Division Assistants, Accounts Assistants and Cashiers and, if none is found suitable for promotion, by direct recruitment or by transfer on deputation.	(a) <i>For promotion.</i> —(i) Five years' experience in the post from which promotion is to be made; and (ii) Should be conversant with office rules, regulations, procedures, etc.  (b) <i>For direct recruitment.</i> —Bachelor's Degree in Commerce from a recognised university, preferably with experience in the line.  (c) <i>For transfer on deputation.</i> —Government official of equivalent rank and status.
16	Cataloguer	Not exceeding 25 years.	By promotion from amongst the Library Assistants and if none is found suitable for promotion, by direct recruitment.	(a) <i>For promotion.</i> —Five years' service in the post from which promotion is to be made.  (b) <i>For direct recruitment.</i> —Bachelor's Degree from a recognised university with a Diploma in Library Science or Certificate in Library Science.  Preference will be given to candidates with working experience in the line.



- 17 (a) Receptionist (Upper Grade). Not exceeding 25 years. By promotion of the Receptionist (Lower Grade) and, if none is found suitable for promotion, by direct recruitment.
- (a) *For promotion.*—At least three years' experience as Receptionist (Lower Grade) in the College.
- (b) *For direct recruitment.*—Bachelor's Degree from a recognised university, preferably with experience in the line.
- (b) Receptionist (Lower Grade). Not exceeding 25 years. By direct recruitment
- Secondary School Certificate with Certificate of professional training or at least three years' experience in the line.
- 18 Cashier .. Not exceeding 25 years. By direct recruitment
- Higher Secondary Certificate with at least three years' experience in accounting and handling of cash. Should be able to deposit cash security as per standing rules.
- 19 Library Assistant .. Not exceeding 25 years. By direct recruitment
- Higher Secondary Certificate with Certificate in Library Science. Preference will be given to candidates with working experience in a Library.
- 20 Mess and Dormitory Assistant. Not exceeding 25 years. By direct recruitment
- Higher Secondary Certificate, preferably with working experience in the line;
- OR
- Secondary School Certificate with Diploma or Certificate of training in the line or at least three years' working experience in a hall or hostel of a first grade College, University or Training Institution.

Sl. No.	Name of the specified post.	Age limit for direct recruitment..	Method of recruitment.	Qualification and experience.
1	2	3	4	5
21	Sports and Common Room Assistant.	Not exceeding 25 years.	By direct recruitment	Secondary School Certificate with Diploma or Certificate of training in the line or at least three years' working experience in a hall or hostel of a first grade College, University or Training Institution.
22	Driver	.. Not exceeding 25 years.	By direct recruitment	(i) Must have read upto Class V ; (ii) Must be a Licensed Driver with at least three years' experience in driving ; and (iii) Should have knowledge of maintenance and minor repair of motor vehicles.
23	Binder	.. Not exceeding 25 years.	By direct recruitment	Must have read upto Class VIII with at least 2 years' experience in the line.
24	Gestetner Operator	.. ..	By promotion from amongst the Jamadar, Messenger and members of the Lower Subordinate Service.	At least seven years' service in the post from which promotion is to be made with experience in operating Duplicating Machines.
25	Jamadar	.. ..	By promotion from amongst the Members of the Lower Subordinate Service, Messenger, Mess Boy and Room Bearer.	At least seven years' service in the post from which promotion is to be made.



26	Daftary	..	..	By promotion from amongst the Jamadar, Messenger and the Members of the Lower Subordinate Service.	At least seven years' service in the post from which promotion is to be made.
27	Despatch Rider	..	Not exceeding 25 years.	By direct recruitment	Must have read upto Class V having experience in Motor Cycle riding.
28	Head Baburchi	..	Not exceeding 35 years.	By promotion of Baburchi and, if none is found suitable for promotion, by direct recruitment.	(a) <i>For promotion.</i> —At least five years' service in the College as Baburchi. (b) <i>For direct recruitment.</i> —Must have read upto Class V with trade or vocational training in the line and at least five years' practical experience.
29	Baburchi	..	Not exceeding 30 years.	By direct recruitment	Must have read upto Class V with trade or vocational training in the line and, preferably, with practical experience.
30	Peon/Messenger/Mess Boy/Room Bearer/Darwan/Chowkidar/Member of the Lower Subordinate Service.	..	Not exceeding 25 years.	By direct recruitment	Must have read upto Class V. Preference will be given to candidates with practical experience in the line.
31	Mali	..	Not exceeding 35 years.	By direct recruitment	Must have read upto Class V with practical experience of gardening.
32	Sweeper	..	Not exceeding 27 years.	By direct recruitment	Practical experience in the line.

By order of the President  
**FAYEZUDDIN AHMED**  
*Secretary.*

**NATIONAL BOARD OF REVENUE**

(Excise)

**NOTIFICATION**

**Dacca, the 9th April, 1981**

**No. S.R.O. 115-L/81/38-Excise.**—In exercise of the powers conferred by section 37 of the Excises and Salt Act, 1944 (1 of 1944), the National Board of Revenue is pleased to make the following further amendment in the Excises and Salt Rules, 1944, namely :—

In the aforesaid Rules, in rule 2, in clause (ia), for the word "Superintendent" the word "Inspector" shall be *substituted*.

**TABARAK ALI**  
*Member (Excise).*

[ C. No. 11-1(6)Exc.III/80 ]