

MINISTRY OF FINANCE

Internal Resources Division

NATIONAL BOARD OF REVENUE

NOTIFICATION

Dhaka, the 10th December 1984

No. S.R.O. 539-L/84/15(12)Admn.VI/83.—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 (NATIONAL BOARD OF REVENUE)
RECRUITMENT RULES, 1984

1. **Short title.**—These rules may be called The Non-Gazetted Employees (National Board of Revenue) Recruitment Rules, 1984.

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

- (a) “appointing authority” means the Board and includes, in relation to any specified post or class of such posts, any officer authorised by the Board to make appointment to such post or class of posts;
- (b) “Board” means the National Board of Revenue as constituted under the National Board of Revenue Order, 1972 (President’s Order No. 76 of 1972);
- (c) “Commission” means the Bangladesh Public Service Commission;
- (d) “Departmental Promotion Committee” means the Committee constituted by the Board for the purpose of recommending candidates for promotion to a specified post.
- (e) “Probationer” means a person appointed on probation to a specified post;
- (f) “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;
- (g) “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;
- (h) “requisite qualification” in relation to a specified post means the qualification laid down in the Schedule in relation to that post;
- (i) “Schedule” means the Schedule annexed to these rules;

- (j) "Selection Committee" means the Committee constituted by the Board for the purpose of selecting candidate for direct recruitment to a specified post; and
- (k) "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; or
- (b) by promotion.

(2) No person shall be appointed to a specified post unless he possesses the requisite qualification, and in the case of direct recruitment, he is also within the age limit prescribed 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, 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 authorised by the Director General of Health Services 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 appointing 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 his official superior.

(5) **Appointment by promotion.**—(1) Appointment to a specified post shall be made on the recommendation of such Departmental Promotion Committee as the Board 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) A person 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 are 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 the period of this 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.

(4) A probationer shall not be confirmed in a specified post until he has passed such examination and undergone such training as the Board 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	Head Assistant	...	By promotion from amongst the Upper Division Assistants on the basis of seniority-cum-fitness.	5 years' service in the feeder post.
2	Upper Division Assistant.	Between 18 and 25 years.	As per Recruitment Rules prescribed by Government.	...
3	Lower Division Assistants-cum-Typist.	Between 18 and 25 years.	Ditto.	...
4	Stenographer	...	As per rule published under Notification No. SRO 109-L/78/ED-(SW-III)/3-18/78-128, dated 16-5-78.	
5	Steno-typist	...	Ditto.	
6	Cashier	Between 18 and 25 years.	By promotion from amongst the Lower Division Assistant-cum-Typist on the basis of seniority-cum-fitness. If no suitable candidate is available for promotion, by direct recruitment.	For promotion.—5 years' experience in the feeder post and security deposit as per rules. Must have knowledge of handling cash and writing cash book. For direct recruitment.—Bachelor's degree in Commerce from a recognised University and security deposits as per rules.

7 Telephone Operator	Between 18 and 25 years.	By direct recruitment	Secondary School Certificate from a recognised Board, with practical experience in Telephone Operation.
8 Driver	Ditto	Ditto	(i) Must have read up to Class VIII. (ii) Holder of a valid driving licence with three years' experience.
9 Despatch Rider	Ditto	Ditto	(i) Must have passed Class VIII. (ii) Holder of a valid motor cycle driving licence with 2 years' experience in the line.
10 Duplication Machine Operator.	...	By promotion from amongst the M.L.S.S. on the basis of seniority-cum-fitness.	3 years' service in the feeder post having experience of operating duplicating machine.
11 Record Sorter	...	Ditto	3 years' experience in the feeder post.
12 Daftary	...	Ditto	3 years' experience in the feeder post with experience of book binding.
13 M.L.S.S.	Between 18 and 25 years.	By direct recruitment	Must have read up to Class VIII.
14 Night Guard	Ditto	Ditto	Ditto.
15 Sweeper	Ditto	Ditto	Ditto.

By order of the President
S. B. CHAUDHURI
Secretary.