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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

NATIONAL BOARD OF REVENUE

(Income Tax)

NOTIFICATION

Dhaka, the 5th November 1984

No. S.R.O. 474-L/84.—In pursuance of the provisions of rule 6 of the Income-tax (Exemption of Investments in Approved Industrial Undertakings) Rules, 1981, the National Board of Revenue is pleased to declare M/s. Jute Spinners Ltd., House No. 17, Road No. 2, Dhanmondi Residential Area, Dhaka-5, as an approved industrial undertaking for the purposes of paragraph 8(b) of Part-B of the Sixth Schedule to the Income Tax Ordinance, 1984 (XXXVI of 1984).

MD. MATIUR RAHMAN
Member (Taxes).

MINISTRY OF LABOUR AND MANPOWER

Section-VIII

NOTIFICATION

Dhaka, the 5th November 1984

No. S.R.O. 475-L/84/LMVIII/5(4)/84.—Whereas the Government is of the opinion that all classes of employment under the Burmah Eastern Limited, Jumuna Oil Company Limited, Meghna Petroleum Limited, Eastern Refinery Limited, Liquified Petroleum Gas Plant and Standard Asiatic Oil Company Limited, are essential for maintaining services necessary to the life of the community;

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Now, therefore, in exercise of the powers conferred by sub-section (1) of section 3 of the Essential Services (Second) Ordinance, 1958 (E.P. Ord. XLI of 1958), the Government is pleased to declare all classes of employment under the said Burmah Eastern Limited, Jumuna Oil Company Limited, Meghna Petroleum Limited, Eastern Refinery Limited, Liquified Petroleum Gas Plant and Standard Asiatic Oil Company Limited to be classes of employment to which the said Ordinance applies.

By order of the President
SYED ANWARUL ISLAM
Deputy Secretary.

Section-VI

NOTIFICATIONS

Dhaka, the 1st November 1984

No. S.R.O. 476-L/84/S-VI/LC-8/83/388.—Whereas Mr Shahadat Hossain Khan, Senior Principal Officer, Personnel Division, Sonali Bank, Head Office, Motijheel Commercial Area, Dhaka, a member in the panel of the First Labour Court, Dhaka, representing the employers, has not been attending the Court as he has been transferred from Dhaka, and in the opinion of the Government, he has lost his representative character;

Now, therefore, in exercise of the powers conferred by rule 37 of the Industrial Relations Rules, 1977, the Government is pleased to remove the said Mr Shahadat Hossain Khan from the panel of members with immediate effect.

No. S.R.O. 477-L/84/S-VI/LC-8/83/389.—In pursuance of the provisions of sub-rule (4) of rule 36 of the Industrial Relations Rules, 1977, read with sub-rule (1) of the said rule, the Government is pleased to—

(a) appoint Mr A. S. Momenuddin Ahmed, Personnel Manager, Pfizer Laboratories (Bangladesh) Ltd., Dhaka, as Member of the First Labour Court, Dhaka, representing the employers, *vice* Mr Shahadat Hossain Khan with immediate effect;

(b) amend this Ministry's notification No. S.R.O. 150-L/83/S-VI/LC-8/103, dated the 28th April, 1983, namely:—

In the aforesaid Notification, against the entry "First Labour Court, Dhaka" in the first column, in the second column, *for* entry 5, the following shall be *substituted, namely*:—

"5. Mr A. S. Momenuddin Ahmed, Personnel Manager, Pfizer Laboratories (Bangladesh) Ltd., Dhaka.".

By order of the President
MD. SANAULLAH
Deputy Secretary.

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Section-V

NOTIFICATION

Dhaka, the 5th November 1984

No. S.R.O. 478-L/84/S-V/1R-1/83/506.—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 (DEPARTMENT OF LABOUR) RECRUITMENT RULES, 1984

1. **Short title.**—These rules may be called the Non-Gazetted Employees (Department of Labour) 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 a 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, as the case may be, Board established by or under any law for the time being in force and includes any other university or Board declared by the Government, after consultation with the Commission, to be a recognised University or Board for the purpose of these rules;

(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 a 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 the Schedule and the provisions of the Bangladesh Public Service Commission (Consultation) Regulations, 1979, appointment to a specified post shall be made—

(a) by direct recruitment; or

(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 age may be relaxed, in the case of a person who has already been appointed to a specified post on *ad hoc basic* by such period as he may have been holding the post continuously as an *ad hoc* appointee.

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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 or the Departmental Selection Board, as the case may be.

(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 citizen of Bangladesh.

(3) No appointment to specified post by direct recruitment shall be made until—

(a) the person selected for appointment is certified by an authorised Medical Officer that he is 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 persons 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 posts; 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:

Provided that appointment by promotion to a specified post of 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. **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.

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(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 satisfied 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.

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SCHEDULE-A

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Head Assistant (Head Office).	....	By promotion from amongst Head Assistants of the Divisional Office and Industrial Relations Institute and Upper Division Assistants, Accountants, Cashier of Head Office on the basis of merit-*cum*-seniority.	At least 3 years' experience in a feeder post or posts specified in Column 4.
2	Head Assistant (Divisional Office. and Industrial Relations Institute).	....	By transfer of Upper Division Assistants, Accountnts, Cashier of Head Office on the basis of merit-*cum*-seniority.	At least 3 years' experience in a feeder post or posts as specified in Column 4.
3	Upper Division Assistant (Head Office, Divisional Office and Industrial Relations Institute).	....	(a) 75% by promotion from amongst the Upper Division Assistants in NNS Tk. 325—610, Lower Division Assistants); (b) 20% by promotion from amongst Typists and Lower Division Assistant-*cum*-Typist; and (c) 5% by appointment of Steno-Typists.	At least 5 years' service in a feeder post or posts specified in Column 4.

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4	Accountant/Cashier (Head Office).	.....	By promotion from amongst Accountants and Accounts Clerk of the subordinate offices.	At least 3 years' experience in a feeder post or posts specified in Column 4.
5	Statistical Assistant ..	Not exceeding 27 years relaxable upto 30 years for persons already in Government Service.	By direct recruitment ..	Bachelor's degree from a recognised university with Statistics or Economics or Mathematics as one of the subjects.
6	Lower Division Assistant-*cum*-Typist.	Ditto.	(a) 80% by direct recruitment; and (b) 20% by promotion from amongst the Peons and M.L.S.S. having requisite qualification.	*For direct recruitment and promotion:* (i) Passed the Secondary School Certificate Examination or equivalent examination from a recognised Board. (ii) Possess minimum typing speed of 30 words per minute in English or 20 words per minute in Bengali.
7	Labour Welfare Organiser.	Not exceeding 27 years	(a) 75% by direct recruitment; and (b) 25% by promotion from amongst the Upper Division Assistants, Accounts Clerk and Lower Division Assistants.	(a) *For direct recruitment :* (i) Bachelor's degree from a recognised university; (ii) Ability to organise sports, cultural functions, dramas, adult education, family welfare activities and mix freely with workers and Labourers;

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1	2	3	4	5
				(iii) Personality to inspire confidence amongst the workers and labourers. (iv) Practical knowledge of social work and labour welfare activities in a recognised organisation or association recognised by the Government will be treated as additional qualification. (b) *For promotion:* At least 3 years' experience in a feeder post or posts specified in column 4 with knowledge of welfare activities.
8	Laboratory Assistant	Not exceeding 27 years, relaxable up to 30 years for persons already in Government service.	By direct recrutiment ..	*For direct recruitment:* Bachelor's degree in Science from any recognised university with Chemistry as one of the subjects. Experience of working in a Pathological Laboratory will be given preference.
9	Library Assistant/ Cataloguer.	Not exceeding 27 years, relaxable up to 30 years for persons having experience.	(a) 75% by direct recruitment and	(a) *For direct recruitment*: (i) Must have passed the Higher Secondary Certificate Examination from a recognised Board.

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				(ii) Must have undergone training from a Institute recognised by the Government in library management. Previous experience in library management will be considered as additional qualification.
			(b) 25% by promotion from amongst Librarian or Library Assistant of subordinate Office.	(b) *For promotion* : At least 3 years' experience in the feeder post or posts specified in column 4.
10	Audio-Visual Operator		By promotion from amongst the Cine-Operators.	At least 5 years' experience in the feeder post.
11	Draftsman. (Head Office).	Not exceeding 27 years, relaxable up to 30 years for persons already in Government service.	By direct recruitment	(a) Must have passed the Secondary School Certificate Examination from a recognised Board; (b) Must have passed the Diploma or Certificate Course from a Polytechnic Institute or Technical Training Centre recognised by the Government.
12	Liftman (Hq.)	Not exceeding 27 years, relaxable up to 30 years for person having experience in the line.	By direct recruitment	(a) Must have read up to Class IX (b) Must have passed Trade Electrician Course from organisatiton recognised by the Government in this behalf.

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1	2	3	4	5
				(c) At least 3 years' practical experience in driving and maintenance of lifts. Should have experience in drawing and maintaining over-head distribution line up to minimum pressure.
13	Drivers of Motor Vehicles.	Not exceeding 27 years	By direct recruitment	(a) Must have read up to class VIII. (b) Must have valid driving licence from competent authority. (c) Have practical driving experience for at least 3 years.
14	Duplicating Machine Operator.		By promotion from amongst Peons and M.L.S.S.	At least 5 years' experience in the feeder post or posts specified in column 4.
15	Daftary (Hq.)		By promotion from amongst Peons and M.L.S.S.	(a) Should be able to bind books and Registers. (b) Should be able to discharge the duties of daftary. (c) At least 5 years' experience in the feeder post or posts specified in column 4.
16	M.L.S.S. (Peons, Orderlies, Darwans, Night Guards, Dispensary Attendants, Sweeper, Mali, (Gardener).	Between 18 and 25 years.	By direct recruitment	(a) Read up to Class-VII. (b) Must know cycling. (c) Should be in good health and sound physique.

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SCHEDULE-B

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Upper Division Assistant/Accountant.	Not exceeding 27 years, relaxable up to 30 years for persons already in Government Service.	By direct recruitment. If no suitable candidate is available for promotion, by promotion from amongst Lower Division Assistants, Lower Division Assistant-*cum*-Typists and Typists.	1. *For direct recruitment :* (a) Passed Higher Secondary Certificate Examination from a recognised Board; (b) Previous experience will be considered as additional qualification. 2. *For promotion:* Five years' experience in a feeder post.
2	Accounts Clerk ...	Ditto	By direct recruitment ...	Passed the Higher Secondary Certificate examination from a recognised Board.
3	Library Assistant ...	Ditto ...	Ditto ...	(i) Must have passed the Higher Secondary Certificate Examination from a recognised Board. (ii) At least two years' practical experience of library work in library of reputation.

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1	2	3	4	5
4	Cine-Operator	Not exceeding 27 years, relaxable up to 30 years for persons already in Government Service.	By direct recruitment ...	(i) Read up to Class VIII. (ii) Must possess an Electrical Licence from any recognised authority. (iii) Must possess a certificate from any establishment or organisation certifying experience of atleast 3 years in the line.
5	Care-Taker ...	Ditto ...	By direct recruitment and if no suitable candidate is available for direct recruitment, by transfer on deputation of Lower Division Assistant.	*For direct recruitment :* (a) Passed the Higher Secondary Certificate Examination from a recognised Board. (b) Must have knowledge about the maintenance of building, sanitation and water lines.
6	Pharmacist ...	Ditto	(a) 75% by direct recruitment; and (b) 25% by promotion of Dispensary attendants.	*For direct recruitment :* (a) Passed the Secondary School Certificate Examination from a recognised Board; (b) Must possess a certificate of Pharmacist from a Institute recognised by the Government. (c) Previous experience as Pharmacist will be given preference.

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				For promotion : (a) Passed the Secondary School Certificate Examination from a recognised Board. (b) Must have at least 5 years' experience in the feeder post.
	(a) Compounder/Compounder-*cum*-Dresser.	Ditio	(a) 75% by direct recruitment; and (b) 25% by promotion of Dispensary attendants.	*For direct recruitment :* (a) Passed the Secondary School Certificate Examination from a recognised Board; (b) Must possess a certificate of Compoundership from a Medical or para-medical Institute recognised by the Government; (c) Previous experience as Compounder will be given preference. *For promotion :* (a) Passed the Secondary School Certificate Examination from a recognised Board. (b) Must have at least 5 years' experience in the feeder post.
7	Nurse (Male/Female)	Not exceeding 25 years, relaxable for persons already in Government service.	By direct recruitment ...	(a) Must have passed the Secondary School Certificate Examination from a recognised Board;

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1	2	3	4	5
				(b) Must have passed Senior Certificate Course in Nursing from the Nursing Training School in Bangladesh or abroad;
				(c) Must be registered with the Bangladesh Nursing Council as Senior Certificte holder in Nursing;
				(d) Preference will be given to those who have passed the Senior Certificate Course in Midwifery or its equivalent in addition to Senior Certificate in Midwifery or its equivalent.
8	Dispensary Attendant	Not exceeding 25 years, relaxable for persons already in Government service.	By direct recruitment ...	(a) Read up to Class VII.
				(b) Must be able to assist the Patients and mix freely with them.
9	Peons M.L.S.S. and semilar other Class IV posts.	Ditto ...	Ditto ...	(i) Read up to Class VIII.
				(ii) Must know cycling.
				(iii) Should possess good health and sound physique.
10	Motor Vehicle Drivers	Not exceeding 27 years	Ditto ...	(a) Read up to Class VIII
				(b) Must have possessed valid driving licence from competent authority;

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					(c) Must have practical driving experience for at least 3 years.
11	Mali/Gardener	...	Not exceeding 25 years	Ditto	(a) Must have passed the Primary (Class V) Examination. (b) Must have knowledge in planning and arranging gardens.
12	Senior Cook	...	Ditto	By direct recruitment. If no suitable candidate is available for promotion, by promotion from amongst the Cooks.	(a) Read up to Class VII. (b) Must have sufficient knowledge and experience in preparing rich meals. *For promotion :* At least 3 years' experience in the feeder post.
13	Cook	...	... Ditto	By direct recruitment ...	(a) Read up to Class V, (b) Must have practical experience in cooking and preparing meals.

By order of the President

K. M. RABBANI
Secretary.

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