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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF LAND ADMINISTRATION & LAND REFORMS

NOTIFICATION

Dhaka, the 6th January 1986

No. S.R.O. 10-L/86.—In pursuance of the Proclamation of 24th March, 1982 and in exercise of all powers enabling him in that behalf, the President, after consultation with Public Service Commission, is pleased to make the following rules, namely :—

1. **Short title**—These rules may be called the Recruitment Rules for the Officers and Employees of the Directorate of Land Records and Surveys, 1984.

2. **Definition**—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) "probationer" means a person appointed on probation to a specified post ;

- (d) "recognised University or Board" means a University or a 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 a Board for the purpose of these rules ;
- (e) "requisite Qualification", in relation to specified post, means the qualification laid down in the schedule in relation to the post ;
- (f) "schedule" means the 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 instructions relating to reservation and quota, appointment to 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 case of direct recruitment, he is also within the age limit laid down in the schedule for the 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 or by the Departmental Selection Boards 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 :

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 Board set up or a Medical Officer appointed for the purpose by Director General 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 or Departmental Selection Board 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 ;

Provided that appointment by promotion to a specified post of higher class shall be made on the recommendation of the Bangladesh Public Service 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 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.
- (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 by order.

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.	Director-General Land Records and Surveys.	...	By transfer on deputation	
2.	Director of Land Records	...	By transfer on deputation	
3.	Director of Surveys	...	By transfer on deputation	
4.	Deputy Director of Land Records and Surveys (Administration).	...	By transfer on deputation	
5.	Deputy Director of Land Records and Surveys (Settlement Operation).	...	By transfer on deputation	
6.	Deputy Director of Surveys	...	By promotion from Asstt. Director of Surveys or by transfer on deputation of an officer from B.C.S. (Admn : Admn) Cadre.	4 years service in the feeder post.
7.	Asstt. Director of Surveys	...	By promotion from the Assistant Survey Officer.	5 years' service in the feeder post.
8.	Assistant Survey Officer	25 years	20% by promotion in order of preference from amongst Head Draftsman, Sr, Draftsman, Kanungo, Sr, Sub Surveyor and Head Com-	(a) For promotion : 3 years' service in case of Head Draftsman and 5 years' service as Sr. Draftsman, Kanungo

and 7 years as Sr. Sub-Surveyor/Head Computer. For Direct recruitment : Science graduate with Mathematics, Geography as one of the main subjects or Diploma in Civil Engineering from any recognised Polytechnic Instt. or Diploma in Survey.

and 80% by direct recruitment.

9. Kanungo/Sub-Assistant settlement Officer (Kanungo). 25 years .. As per recruitment rule framed under Notification No. S.R.O. 363-L/84/IV-29/79, dated 30-7-1984

10 Head Draftsman .. By promotion from Senior Draftsman, Head Computers and Senior Sub-Surveyors.

11 Head Computer ... By promotion from Computer

12 Senior Sub-Surveyor ... By promotion from Sub-Surveyor

13 Senior Draftsman ... By promotion from Draftsman

14 Draftsman 25 years 50% by promotion from Zinc-Corrector and Computer and 50% by direct recruitment.

(b) 3 years' service as Sr. Draftsman or 8 years services as Head Computer or Senior Sub-Surveyor. 3 years' service in the feeder post. 5 years' service in the feeder post. 5 years' service in the feeder post. For promotion : 3 years' service in the feeder post. For direct recruitment : Higher Secondary Certificate with Draftsmanship Certificate from a recognised Institute.

1	2	3	4	5
15	Sub-Surveyor	25 years	By direct recruitment	... Secondary School Certificate with Survey Final Certificate.
16	Computer	25 years	By direct recruitment	... Secondary School Certificate with Survey Final Certificate.
17	Head Zinc-Corrector	...	By promotion from Zinc-Corrector	5 years' service in the feeder post.
18	Zinc-Corrector	25 years	By direct recruitment	... Higher Secondary Certificate.
19	Boundary Amin	25 years	By direct recruitment	... Secondary School Certificate with Survey Final Certificate.
20	Printing Supervisor	...	By promotion from Head Grainer, Head Machineman, Head Zinc-Corrector, Head Printer and Head Photoman and Cameraman.	5 years' service in the feeder post.
21	Head Machineman	...	By promotion from Grainer	.. 5 years' service in the feeder post.
22	Head Printer	...	By promotion from Printer	... 7 years' service in the feeder post.
23	Printer	25 years	20% by promotion from Grainer and 80% by direct recruitment.	(a) For promotion : 5 years' service in the feeder post.
24	Head Grainer	...	By promotion from Grainer	... (b) For direct recruitment : Higher Secondary Certificate (Science). Preference will be given to Diploma holders in printing. 8 years' service in the feeder post.

25. Grainer	...	25 years	50% by promotion from Tindal and M.L.S.S. and 50% by direct recruitment.	(a) For promotion : 5 years' service in the feeder post. (b) For direct recruitment : Secondary School Certificate.
26. Head photoman	By promotion from Photoman.	5 years' service in the feeder post.
27. Photoman	25 years	...	1/3 (one-third) by promotion from Frame Carrier and two-third by direct recruitment.	(a) For promotion : 5 years' service in the feeder post. (b) For direct recruitment : Higher Secondary Certificate with knowledge of Photography.
28. Frame Carrier	By promotion from Tindal and M.L.S.S.	5 years' service in the feeder post.
29. Record Supplier	By promotion from M.L.S.S.	3 years' service in the feeder post.
30. Cameraman	25 years	...	By direct recruitment	Higher Secondary Certificate with 5 years' experience in process and photography.
31. Mechanic	18 to 25 years	...	By direct recruitment	Secondary School Certificate with Trade Certificate from a recognised Institute with Mechanical and Electrical Works.

1	2	3	4	5
32.	Administrative Officer	...	By promotion from amongst the Head Assistant, Stenographer, Accountant and Cashier of the Directorate of Land Records and Surveys.	5 years' service in the feeder post.
33.	Head Assistant	...	By promotion from Accountant, Cashier, Upper Division Assistant and Record Keeper of the Directorate.	5 years' service as Upper Division Assistant or Record Keeper.
34.	Accountant	...	By promotion from Upper Division Assistant.	3 years' service in the feeder post with knowledge of accounts.
35.	Cashier	...	By promotion from Upper Division Assistant. If not suitable candidate is available by promotion from L.D.A. cum-Typist.	3 years' service in the feeder post with knowledge of accounts and cash. In case of L.D.A. cum-Typist with 10 years service with knowledge of accounts and cash. The selected candidate should be able to furnish security deposit as per rule.
36.	Upper Division Assistant	..	As per Recruitment Rules prescribed by Government.	
37.	Stenographer	...	Procedure laid down in the Stenographer, Steno-Typist (Ministries, Divisions and attached Department) Recruitment Rules, 1978 issued under	

1	2	3	4	5
38.	Steno-Typist	<p>Notification No. S.R.O. 109-L/78/ID/S. W-III-18/78-125, date 16-5-1978 shall be followed.</p> <p>Procedure laid down in the Stenographer, Steno-Typist (Ministries, Divisions and attached Department) Recruitment Rules, 1978 issued under Notification No. S.R.O.-L/78/ID/S.W.-III-18/78-125, dated 16-5-1978 shall be followed.</p>
39.	Lower Division Assistant-cum-Typist.	<p>As per Recruitment Rules to be prescribed by Government.</p>
40.	Record Keeper	<p>By promotion from Assistant Record Keeper.</p>
41.	Assistant Record Keeper	25 years	25 years	<p>7 years' service in the feeder post.</p>
42.	Librarian	...	25 years	<p>Higher Secondary Certificate. Candidates having past experience in maintenance of Records and Maps will be preferred.</p>
43.	Store Keeper	...	25 years	<p>Higher Secondary Certificate with certificate in Librarianship from a recognised Institute. Higher Secondary Certificate. Preference with be given to candidate having past experience in handling of Stores and keeping of Records thereof.</p>
44.	Despatcher	...	25 years	<p>Higher Secondary Certificate with knowledge of Typing.</p>

1	2	3	4	5
45	Driver	... 25 years	... By direct recruitment	Read up to Class VIII and must possess valid heavy vehicle driving licence with at least three year's experience.
46	Book Binder...	... 25 years	... By promotion from M.L.S.S. If no suitable candidate is available for promotion, by direct recruitment.	(a) For promotion : 5 years' service in the feeder post with practical knowledge of Book Binding. (b) For direct recruitment : Secondary School Certificate with practical knowledge of Book Binding.
47	Carpenter	... 25 years	... By direct recruitment	Read up to Class VIII. 3 years' experience as professional Carpenter.
48	Tindal	By promotion from M.L.S.S. ...	3 years' service in the feeder post.
49	Cash Sarker	By promotion from M.L.S.S....	3 years' service in the feeder post.
50	Map Counter	... 25 years	.. By direct recruitment ...	Read up to Class VIII.

- 51 Guard ... 25 years ... By direct recruitment ... Read up to class VIII.
- 52 M.L.S.S. ... 25 years ... By direct recruitment ... Read up to class VIII.

By order of the president
 ABDUS SALAM,
 Secretary.

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