



ভূমি রেকর্ড ও জরিগ অধিদপ্তরের অধীন
সেটেলমেন্ট প্লেস ও সেটেলমেন্ট-এর
নিয়োগ বিধি ।

সেটেলমেন্ট প্রেসের
নিয়োগ বিধি ।

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

NOTIFICATION

Dhaka, the 11th April 1985

No. S.R.O. 166-L/85.—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 the Public Service Commission is pleased to make the following rules, namely :—

THE RECRUITMENT RULES FOR THE OFFICERS AND EMPLOYEES
OF THE SETTLEMENT PRESS, 1985

1. **Short title.**—These rules may be called the Recruitment Rules for the Officers and Employees of the Settlement Press, 1985.

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 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 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 quata, 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 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 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 ;

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 the 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 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 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.

(e) 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	Press Officer	...	By transfer on deputation of an officer from B. C. S. (Admn : Admn) Cadre.	
2	Additional Press Officer (Class II Gazetted)	...	By promotion from Press Superintendent. If no suitable candidate is available for promotion by transfer on deputation from Upazila Revenue Officer.	For promotion : 8 years service in the feeder post.
3	Assistant Press Officer (Kanungo)	...	By transfer on deputation from Kanungo.	
4	Press Superintendent	...	By promotion from Proof Reader, Checker, Mistake Passer and Final Checking Peshker.	5 years' service in the feeder post.
5	Proof Reader	25 years	50% By promotion from Compositor or Assistant Proof Reader, and 50% by direct recruitment.	(a) For promotion : 7 years' service in the feeder post. (b) For direct promotion : Bachelor's degree from recognised University with knowledge of typography and Proof Reading.
6	Checker	25 years	50% by promotion from Compositor and 50% by direct recruitment.	(a) For promotion : 7 years' service in the feeder post.

- (b) For direct recruitment :
 Bachelor's degree from recognised University with knowledge of checking and Proof Reading.
 7 years' service in the feeder posts.
 3 years' service in the feeder posts.
 For promotion : 7 years' service in the feeder post.
 For direct recruitment :
 Higher Secondary Certificate with sound knowledge of Proof Reading and detection of mistakes in Commission.
 For promotion : 7 years' service in a feeder post with ability to compose and dress up matters both in English and Bengali speedily and accurately.
- (b) For direct recruitment :
 Higher Secondary Certificate with knowledge of different sizes and faces of types; heading types and other composing materials and equipments and have ability to set up by hand correct make up and dress up matters both a Bengali and English speedily and accurately.

7. Mistake Passer ... By promotion from Assistant Proof Reader and Compositor.
8. Final Checking Peshker ... By promotion from Proof Reader, (Supervisory post) Mistake Passer, Checker.
9. Assistant Proof Reader 25 years 50% by promotion from Sorting Peshker, Moharrer, Sorter, Block Writer, Chart Writer and 50% by direct recruitment. If no suitable candidate is available for promotion, by direct recruitment.
10. Compositor 25 years 20% by promotion from Press-man, Inkman, Gally Boy and 80% by direct recruitment. If no suitable candidate is available for promotion, by direct recruitment.

1	2	3	4	5
11.	Printer	25 years	By direct recruitment	Secondary School Certificate with Trade Certificate in Printing from a recognised Institution and have knowledge of different sizes and faces of Test types, Initial and display types and other composing materials and equipments and have ability to work on all types of Printing Machines.
12.	Sorting Peshker	...	By promotion from Sorter, Block Corrector and Block Writer.	5 years' service in a feeder post with knowledge of record-of-rights.
13.	Moharrer	...	By promotion from Sorter, Block Corrector and Block Writer.	5 years' service in a feeder post. Preference will be given to those who can prepare notes and drafts.
14.	Sorter	25 years	By direct recruitment.	Secondary School Certificate with good hand writing.
15.	Chart Writer	25 years	By direct recruitment	Secondary School Certificate with good hand writing.
16.	Block Writer	...	By promotion from Type Supplier, Pressman, Inkman and Gally Boy.	5 years' service in a feeder post.
17.	Block Corrector	...	By promotion from Type Supplier, pressman, Inkman and Gally Boy.	5 years' service in a feeder post with knowledge of Typography.
18.	Type Supplier	25 years	By direct recruitment	Read up to Class X with knowledge of faces of types and distribution.

19. Pressman 25 years 10% by promotion from M.L.S.S. and 90% by direct recruitment.
20. Inkman 25 years 10% by promotion from M.L.S.S. and 90% by direct recruitment.
21. Gally Boy 25 years 10% by promotion from M.L.S.S. and 90% by direct recruitment.
22. Mechanic 25 years By promotion from Assistant Mechanic. If no suitable candidate is available for promotion, by direct recruitment.
- a) For promotion : 5 years' service in the feeder posts with sound health to operate hand driven machine.
b) For direct recruitment :
Read up to Class X with sound health to operate hand driven machine.
- a) For promotion : 5 years' service in the feeder posts with sound health for handling, inking and washing of gally.
b) For direct recruitment :
Read up to Class-X with sound health for handling, inking and washing of gally.
- a) For promotion : 5 years' service in the feeder posts with sound health for handling and washing of gally and types.
b) For direct recruitment :
Read up to Class X with sound health for handling, inking and washing of gally.
- a) For promotion : 5 years' service in the feeder posts.
b) For direct recruitment :
Secondary School Certificate with Mechanical Trade Certificate with knowledge of operating, maintaining and repairing of printing machine.

1	2	4	5	5
23	Assistant Mechanic	25 years	By direct recruitment	Secondary School Certificate with Trade Certificate in Mechanical Workmanship.
24	Monotype Super Caster Operator.	25 years	By Direct recruitment	Secondary School Certificate with Trade Certificate in Mono Super Casting Machine operation and Mechanism from a Government Institute having knowledge of different sizes and faces of types and other composing materials. Academic qualification may be relaxed in case of suitable candidates.
25	Glue Boller	25 years	By Direct recruitment	Read up to Class VIII with good physique and knowledge of boling glue.
26	Paper Cutter	25 years	By Direct recruitment	Read up to Class VIII with knowledge of cutting paper by machine.
27	Carpenter	25 years	By direct recruitment	Read up to Class VIII with 2 years' experience as professional Carpenter.
28	Stitcher	25 years	By direct recruitment	Read up to Class X with practical knowledge and experience in stitching and binding.
29	Head Assistant	...	By promotion from Accountant, Cashier, Bill Clerk, Record Keeper, Peshker, Lower Division	7 years' service in the feeder posts. Candidates having proficiency in preparing notes

Assistant-cum-Typist. Store Keeper and Assistant Store Keeper.		and drafts independently will be given preference.
30 Accountant	... By promotion from Bill Clerk	3 years' service in the feeder posts.
31 Bill Clerk	25 years By direct recruitment	Higher Secondary Certificate having knowledge of accounts and preparation of bills. Pre- ference will be given to a Departmental candidates.
32 Cashier	25 years By direct recruitment	Higher Secondary Certificate. Should be capable to furnish security as per rule.
33 Record Keeper	25 years By direct recruitment	Higher Secondary Certificate. Preference will be given to the Departmental candidate.
34 Peshker	25 years By direct recruitment	Higher Secondary Certificate. Preference will be given to the Departmental candidate.
35 Store Keeper	... By promotion from Assistant Store Keeper.	2 years' service in the feeder post. Must be able to deposit an amount of Tk. 2,000 (Two thousand) as cash security and give a fidelity bond of an in- surance company guaranteee- ing Government against leases through dishonesty, neglige- nce or disregards of rules on the part of the Government servant.

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1	2	3	4	5
36	Assistant Store Keeper	25 years	By direct recruitment	Higher Secondary Certificate with knowledge of handling store and maintenance of accounts thereof.
37	Lower Division Assistant-cum-Typist.	...	As per recruitment rules to be prescribed by the Government.	
38	M.L.S.S.	25 years	By direct recruitment	Read up to class VIII.

By order of the president
K. A. ZAMAN
Secretary.

সেটেলমেন্ট-এর
নিয়োগ বিধি।

MINISTRY OF LAND ADMINISTRATION & LAND REFORMS

NOTIFICATION

Dhaka, the 11th April, 1985

No.S.R.O. 167-L/85.—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 the Public Service Commission is pleased to make the following rules, namely :—

**THE RECRUITMENT RULES FOR THE BANGLADESH
SETTLEMENT (OFFICERS AND EMPLOYEES), 1985**

1. **Short title**—These rules may be called The Recruitment Rules for the Bangladesh Settlement (Officers and Employees), 1985.

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 Board established by or under any law for the time being in force in Bangladesh and includes any other University 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 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 a specified posts 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.
- (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 ; and
- (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 by the 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 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 ; 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 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	Settlement Officer Tk. 1400—2225.	...	By transfer on deputation of an officer from B.C.S. (Admn : Admn) Cadre in the senior scale with substantial experience in Survey and Settlement work.	
2	Assistant Settlement Officer (Charge Officer) Tk. 1150—1800.	...	By transfer on deputation of an officer from B.C.S. (Admn : Admn) Cadre with working experience in Settlement operation.	
3	Assistant Settlement Officer (Class-I) Tk. 750—1470.	...	50% by transfer on deputation of an officer from B.C.S. (Admn : Admn) Cadre having Survey and Settlement Training.	5 years' service in the feeder post.
4	Assistant Settlement Officer (Class-II) Tk. 625—1315,	..	50% by promotion from Assistant Settlement Officer (Class-II)	10 years' service in the feeder post.
5.	Kanungo Tk. 400—825.	18 to 25 years	By promotion from Kanungo	For promotion and direct recruitment: Procedure laid down in the Kanungos Recruitment Rules, 1984 as

1	2	3	4	5
				made under Notification No. S. R. O. 363-L84/IV-2-9/79, dated 30.7.1984 shall be followed.
6.	Head Assistant Tk. 370-745	...	By promotion from Peshker Grade-I, Record Keeper, Accountant, Nazir, Nazir-cum-Cashier, Cashier and L.D. Assistant-cum-Typist.	7 years' service in the feeder posts. Candidates with ability to prepare bill and budget and experience in preparing notes and drafts independently will be given preference.
7.	Peshker, Grade-I Tk. 300-540	...	By promotion from Assistant Record Keeper, Peshker Grade-II, Office Assistant.	3 years' service in the feeder posts.
8.	Record Keeper Tk. 300-540	...	By promotion from Assistant Record Keeper, Peshker Grade-II, Office Assistant or by transfer of Assistant Cashier.	3 years' service in the feeder posts.
9.	Accountant Tk. 300-540	...	By promotion from Assistant Record Keeper, Assistant Accountant, Peshker Grade-II, and Office Assistant.	3 years' service in the feeder posts.
10.	Nazir Tk. 300-540	...	By promotion from Assistant Record Keeper, Assistant Nazir, Peshker Grade-II and Office Assistant.	3 years' service in the feeder posts.
11.	Cashier Tk. 300-540	...	By promotion from Office Assistant or by transfer of Assistant Cashier.	3 years' service in the feeder posts. Should be capable to furnish security as per rule.
12.	Nazir-cum-Cashier Tk. 300-540	...	By promotion from Assistant Nazir or transfer of Assistant Cashier.	3 years' service in the feeder posts.

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1	2	3	4	5
13	Assistant Cashier Tk. 300—540.	...	By promotion from Peshker Grade II and Office Assistant.	3 years service in the feeder post.
14	Assistant Nazir Tk. 275—430.	..	By transfer of Peshker Grade-II and Office Assistant.	...
15	Assistant Accountant Tk. 300—540.	...	By promotion from Peshker Grade-II, Office Assistants and Assistant Record Keeper.	3 years' service in the feeder post.
16	Assistant Record Keeper Tk. 275—480.	..	By promotion from Junch Moha- rrar, Camp Badar Amin and Bench Clerk.	3 years' service in the feeder post.
17	Lower Division Assistant- cum-Typist Tk. 300—540.	...	As per Recruitment Rules to be prescribed by Government.	...
18	Peshker, Grade-II Tk. 275—480.	...	By promotion from Junch Moha- rrar, Camp Badar Amin and Bench Clerk.	3 years' service in the feeder post.
19	Office Assistant Tk. 275—480.	...	50% by promotion from Bench Clerk, Junch Moharrar, Copyist, Recess Moharrar and Milan Khasra Moharrar and 50% by direct recruitment.	(a) For promotion : 5 years' service in the feeder posts. (b) For direct recruitment : Secondary School Certificate having experience in prepar- ing notes and draft indepen- dently. Candidates having knowledge of typing will be preferred.

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20	Jurisdiction List Assis- tant Tk. 275—480	By promotion from Bench Clerk, Junch Moharrar, Copyist, Re- cess Moharrar and Milan Khas- ra Moharrar.	3 years' service in the feeder posts.
21	Sheet Keeper Tk. 300—540	By promotion from Camp Badar Amin and Area Estimator.	5 years' service in the feeder posts.
22	Head Estimator Tk. 250—362.	By promotion from Area Estima- tor and Camp Badar Amin.	5 years' service in the feeder posts.
23	Junch Moharrar	By promotion from Bench Clerk, Copyist, Milan, Khasra Mohar- rar, Area Estimator and Recess Moharrar.	3 years' service in the feeder posts.
24	Camp Badar Amin Tk. 250—362	25 years Relax- able up to 35 years for the departmental candidates.	...	By direct recruitment	Aminship passed or S. S. C. with 3 years' experience as Field Badar Amin.
25	Bench Clerk Tk. 250—362	25 years Relax- able up to 30 years for depart- mental candidates.	...	By direct recruitment	Secondary School Certificate with good hand-writing. Preference will be given to the Field Badar Amin.
26	Copyist Tk. 250—362	25 years Relax- able upto 30 years for the departmental candidates.	...	By direct recruitment	Secondary School Certificate with good hand-writing. Pre- ference will be given to the Field Badar Amin.
27	Head Draftsman Tk. 425—1035	By promotion from Assistant Head Draftsman.	4 years' service in the feeder posts.

1 2 3 4 5

28	Assistant Head Draftsman Tk. 400—825.	...	By promotion from Draftsman	7 years' service in the feeder post.
29	Draftsman Tk-325—610.	25 years	By direct recruitment	Higher Secondary Certificate with certificate in Draftsman- ship from a recognised insti- tution.
30	Driver	25 years	By direct recruitment	Read up to Class VIII, Must possess valid heavy motor dri- ving licence with 3 years' experience.
31	Daftry Tk. 240—345.	25 years	By promotion from M.L.S.S.	3 years' service in the feeder post with experience in Book Binding.
32	M.L.S.S. 225—315.	25 years	By direct recruitment	Read up to Class VIII.

By order of the President
K. A. ZAMAN
Secretary.

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