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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF EDUCATION

Cultural Affairs Division

NOTIFICATION

Dhaka, the 29th April 1985

No. S.R.O. 202-L/85.—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 OFFICERS AND EMPLOYEES (DEPARTMENT OF ARCHAEOLOGY
AND MUSEUMS) RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called The Officers and Employees (Department of Archaeology and Museums) Recruitment Rules, 1985.

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 an 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" 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;

(2991)

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- (e) "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;
- (f) " requisite qualification" in relation to a specified post means the qualification laid down in the Schedule in relation to that post;
- (g) "Schedule" means the Schedule annexed to these rules;
- (h) "specified post" means a post specified in the Schedule; and
- (i) "specialised post" means a post which is specifically mentioned as "Specialised Post" in Part IA and Part II of 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;
 - (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.

4. Appointment by direct recruitment.—(1) Subject to the provisions of Public Service Commission (Consultation) Regulation, 1979 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; 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 in case of Gazetted Posts by a Medical Board set up for the purpose by the Director General of Health Services and in the case of non-gazetted post by an authorised Medical Officer, 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 the post of Director of Archaeology and Museums shall be made on the recommendation of the superior selection Board and promotion to other specified promotion posts 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. Probations.—(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.

(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.

**SCHEDULE
PART I**

Sl. No.	Name of specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
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1	Director of Archaeology and Museums.	40-45 years	By promotion from amongst the Regional Directors/Deputy Directors/Deputy Director-cum-Keeper. If no suitable candidate is available for promotion, by direct recruitment.	(i) Doctorate in Archaeology/Museology/History/Islamic History from a recognised University/Institute. Or, First Class Master's Degree or Second Class Honours in Archaeology/Museology/History/Islamic History from a recognised University/Institute. (ii) 12 years' experience in Archaeological/Museological Administration and/or teaching experience in Honours and post-Graduate levels in the case of Doctorate Degree holders.
2	Regional Director	30-40 years	By appointment from amongst the Deputy Directors including Deputy Director-cum-Keeper or by promotion from amongst the Assistant Directors. If no suitable candidate for appointment or promotion is available, by direct recruitment.	15 years' experience in Archaeological/Museological administration and/or teaching experience in honours and post-Graduate levels in the case of others. (iii) Preference will be given to candidates having training in Archaeology and/or Museology. For promotion: 5 years' experience in the feeder post. For direct recruitment: (i) Doctorate in Archaeology/Museology/History/Anthropology/Islamic History and Culture from a recognised University/Institute. Or, First Class Master's Degree or Second Class Honours in Archaeology/Museology/History/Anthropology/Islamic History and Culture from a recognised University/Institute. (ii) 5 years' experience in Archaeological/Museological Administration and/or teaching experience in Degree level in the case of Doctorate Degree holders. Or, 7 years' experience in Archaeological/Museological administration and/or teaching experience in Degree level in the case of others.

Written English and experience in editing will be regarded as an additional qualification for the post of Deputy Director for Publication.

(i) 50% by promotion from amongst the Custodians/Field Officers.

(ii) 50% by direct recruitment

(i) 2 years' experience in a feeder post or posts as specified in column 4.

For direct recruitment :

(i) First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Archaeology/Anthropology/History/Islamic History/Anthropology/Geography/Arabic Persian/Sanskrit from a recognised University/Institute.

(ii) 3 years' experience in research and/or teaching in Degree level.

(iii) Experience in Field Archaeology/Museology/Ethnology/Epigraphy or Numismatics preferred.

50% by promotion from Asst. Custodians and Research Assistants and 50% by direct recruitment.

5 years' service in a feeder post or posts as specified in column 4.

For direct recruitment :

(i) First Class Master's Degree or Second Class Master's Degree with 2nd Class Honours in Archaeology/Museology/History/Islamic History and Culture/Geography/Geology/Anthropology/Arabic/Persian/Sanskrit.

5 Custodian/Field Officer 25-35 years

By promotion from amongst the Assistant Directors, 5 years' experience in the feeder post.

If no suitable candidate is available for promotion, by direct recruitment.

(i) Doctorate in Archaeology/Museology/History/Anthropology/Islamic History and Culture from a recognised University/Institute.

(ii) 5 years' experience in archaeological/Museological Administration and/or teaching experience in Degree level in the case of Doctorate Degree Holders.

Or,

7 years' experience in Archaeological/Museological Administration and/or teaching experience in Degree level in the case of others.

(iii) Experience in Ethnology will be given preference for the post of Deputy Director-cum-Keeper. Experience in Epigraphy and Numismatics desirable for the post of Deputy Director of Epigraphy

4 Assistant Director 25-35 years

3 Deputy Directors/Deputy Director-cum-Keeper 30-40 years

(i) Master's Degree in Archaeology/Museology/History/Islamic History and Culture/Geography/Geology/Anthropology/Arabic/Persian/Sanskrit.

(ii) Preference will be given to Master's Degree holders in Archaeology or History having proficiency in Arabic/Persian or Sanskrit language.

(iii) Experience in Conservation and Restoration of Monuments desirable.

For promotion :
5 years' service in the feeder post.

(i) Degree in Civil Engineering.
(ii) Experience in Conservation of Archaeological Monuments desirable.

For direct recruitment :

If no suitable candidate is available, by direct recruitment.

50% by promotion from amongst the Sub-Assistant Engineers/Estimator having Diploma in Civil Engineering and 50% by direct recruitment.

Gazetted Specialised

By promotion from amongst the Assistant Archaeological Engineers.
7 years' service in the feeder post.
For direct recruitment :

(i) Degree in Civil Engineering from a recognised University.
(ii) 7 years' practical experience in Civil Construction.

(iii) Experience in Conservation and Restoration of Monuments desirable.

For promotion :
5 years' service in the feeder post.

(i) Degree in Civil Engineering.
(ii) Experience in Conservation of Archaeological Monuments desirable.

For direct recruitment :

If no suitable candidate is available, by direct recruitment.

50% by promotion from amongst the Sub-Assistant Engineers/Estimator having Diploma in Civil Engineering and 50% by direct recruitment.

PART IA

By direct recruitment 21—30 years

6 Asstt. Custodian/Research Assistant.

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2

1

By promotion from amongst the Assistant Archaeological Engineers.

7 Archaeological Engineer 30—40 years

If no suitable candidate is available, by direct recruitment.

50% by promotion from amongst the Sub-Assistant Engineers/Estimator having Diploma in Civil Engineering and 50% by direct recruitment.

8 Assistant Archaeological 25—35 years Engineer.

9 Assistant Architect 25—35 years By direct recruitment

(i) Degree in Architecture.
(ii) Fair knowledge of ancient Art and Architecture desirable.

For promotion :
5 years' service in the feeder post.

(i) First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Chemistry.
(ii) 7 years' experience in the treatment and restoration of Archaeological antiquities of which 3 years' experience in analytical work.

For promotion :
3 years' service in the feeder post.
For direct recruitment :

(i) First Class Master's Degree or Second Class Master's Degree with Second Class Honours in Chemistry.
(ii) 2 years' experience in the treatment and restoration of antiquities.
(iii) 2 years' experience in analytical work.
(iv) Experience may be relaxed for candidate having training in the treatment and restoration of antiquities from a Foreign Institute.

By promotion from amongst the Assistant Archaeological Chemist. If no suitable candidate is available for promotion, by direct recruitment.

10 Archaeological Chemist 30—40 years

By promotion from amongst the Junior Archaeological Chemist. If no suitable candidate is available for promotion, by direct recruitment.

11 Assistant Archaeological 25—35 years Chemist.

17 Administrative Officer
 By promotion from amongst the Chief Accountant/Office Superintendents.
 (i) 4 years' service in a feeder post or posts specified in column 4.
 (ii) 7 years' experience in Administration of which at least 3 years must be in Class III Gazetted post.
 (i) Master's Degree from a recognised University.
 For direct recruitment:
 5 years' service in the feeder post.
 For promotion:
 By promotion from Administrative Officer. If no suitable candidate is available for promotion, by direct recruitment.
 25-35 years
 (Administrative Director)

PART 1B.

15 Chief Photographer
 By promotion from amongst the Photographers. If no suitable candidate is available, by direct recruitment.
 5 years' service in the feeder post.
 For direct recruitment:
 (i) Graduate from a recognised University.
 (ii) 5 years' experience in Photography, Developing and Printing.
 (iii) Practical experience in colour photography preferred.
 25-35 years
 16 Assistant Director (Administration)
 By promotion from Administrative Officer. If no suitable candidate is available for promotion, by direct recruitment.
 5 years' service in the feeder post.
 For promotion:
 (i) Graduate from a recognised University.
 (ii) 5 years' experience in Photography, Developing and Printing.
 (iii) Practical experience in colour photography preferred.

12 Junior Archaeological Chemist
 50% by promotion from Laboratory Technical Assistant and 50% by direct recruitment.
 8 years' service in the feeder post.
 For direct recruitment:
 (i) 2nd Class M.Sc. in Chemistry.
 (ii) 2 years' experience in analytical work or in the treatment and restoration of antiquities.
 Specialised/Technical Class-II Gazetted.
 22-30 years
 By direct recruitment
 (i) Bachelor's Degree in Fine Art/Commercial Art.
 (ii) Experience in Book-cover and poster design preferred.
 (Technical Class-II Non-Gazetted).
 25-35 years
 By promotion from amongst the Senior Draftsman. If no suitable candidate is available, by direct recruitment.
 5 years' service in the feeder post.
 For promotion:
 For direct recruitment:
 (i) Diploma in Architecture.
 (ii) 5 years' experience in Architectural drawing.

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25	Darkroom Attendant	18-25 years	By direct recruitment	(i) Secondary School Certificate. (ii) Experience in photoprinting/developing preferred.
24	Photoprinter	18-25 years	20% by promotion from Darkroom Attendants and 80% by direct recruitment.	(i) Higher Secondary Certificate. (ii) 3 years' experience in photography, developing and printing.
23	Photographer	18-25 years	50% by promotion from the Photographers and 50% by direct recruitment.	(i) Graduate from a recognised University. (ii) 2 years' experience in photography, developing and printing. (iii) Experience in colour photography preferred.
22	Garden Supervisor	18-25 years	By direct recruitment	(i) Diploma in Horticulture. (ii) Experience in Landscaping/Planning and Maintenance of Garden preferred.

21	Surveyor	18-25 years	By direct recruitment	(i) Diploma in Survey. (ii) Experience in preparing contour maps/drawings preferred.
20	Draftsman Grade-I	18-25 years	By direct recruitment	(i) 2 years' Certificate Course in Architectural Draftsmanship from a recognised Institute. (ii) Diploma in Architecture preferred.
19	Senior Draftsman	25-35 years	20% by promotion from Draftsman Grade-I and 80% by direct recruitment.	(i) Diploma in Architecture. (ii) 2 years' experience in Architectural drawing.
18	Sub-Assistant Engineer (Civil/Electrical) Estimator.	20-30 years	By direct recruitment	(i) Minimum 2nd Division Diploma in Civil/Electrical Engineering as may be required. (ii) Practical experience in connected works preferred.

PART II

Non-Gazetted Specialised/Semi-Specialised/Technical

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26	Publication Assistant	22—27 years	By promotion from Proof Reader. If no suitable candidate is available for promotion, by direct recruitment.	<p><i>For promotion</i> : 5 years' service in the feeder post.</p> <p><i>For direct recruitment</i> : Bachelor's Degree with 3 years' experience in proof reading and book production.</p>
27	Proof Reader	18—25 years	By direct recruitment	Higher Secondary Certificate. Experience in proof reading preferred.
28	Modeller	22—27 years	By promotion from amongst the Assistant Modellers. If no suitable candidate is available for promotion, by direct recruitment.	<p><i>For promotion</i> : 3 years' service in the feeder post.</p> <p><i>For direct recruitment</i> :</p> <p>(i) Diploma in Fine Art/Modelling.</p> <p>(i) Practical experience in Modelling preferred.</p>
29	Assistant Modeller	18—25 years	By direct recruitment	<p>(i) Higher Secondary Certificate with a certificate in modelling from a recognised Institute.</p> <p>(ii) Diploma in Fine Art/Modelling preferred.</p>
30	Label Writer/Marksman/ Pottery Recorder.	18—25 years	By direct recruitment	<p>(i) Secondary School Certificate.</p> <p>(ii) Ability of marking/numbering pottery and other antiquities.</p>
31	Librarian/Librarian-cum- Custodian.	18—25 years	25% by promotion from amongst the Assistant Librarian-cum-Cataloguer and 75% by direct recruitment.	<p><i>For promotion</i> : 2 years' service in the feeder post.</p> <p><i>For direct recruitment</i> :</p> <p>(i) 2nd Class Bachelor's Degree from a recognized University.</p> <p>(ii) Diploma/Certificate in Library Science.</p> <p>(iii) 2 years' experience in Library management in the case of Certificate in Library Science.</p>
32	Assistant Librarian-cum- Cataloguer.	18—25 years	By direct recruitment	<p>(i) 2nd Class Bachelor's Degree from a recognized University.</p> <p>(ii) Diploma/Certificate in Library Science.</p>
33	Reference Assistant	18—25 years	By direct recruitment	<p>(i) Higher Secondary Certificate, Knowledge of Bengali and English typing preferred.</p> <p>(ii) Certificate course in Library Science preferred.</p>
34	Book Sorter	18—25 years	By direct recruitment	<p>(i) Secondary School Certificate.</p> <p>(ii) Experience in Book Sorting and record maintenance desirable.</p>
35	Laboratory Technical Assistant.	18—25 years	By direct recruitment	<p>(i) B.Sc. with Chemistry as one of the subjects.</p> <p>(ii) Experience in Analytical works desirable.</p>

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36	Laboratory Assistant	18—25 years	50% by promotion from Laboratory Attendant and 50% by direct recruitment.	For promotion : 3 years' service in the feeder post. For direct recruitment : (i) Higher Secondary Certificate (Science Group). (ii) Experience in Laboratory Works desirable. (i) Secondary School Certificate. (ii) Certificate in electrical technology from a recognised vocational Institute. (i) Class VIII passed. (ii) Should possess valid Motor Driving Licence. (i) Read up to Class VIII. (ii) Vocational Training or a Motor Mechanics Certificate from a recognised Institute. (i) A Certificate of wood works from a recognised vocational Institute. (ii) Educational qualification relaxable for a good Carpenter having ability to prepare showcases, furniture and
37	Electrician	18—25 years	By direct recruitment	
38	Driver	18—25 years	By direct recruitment	
39	Driver (Pump Machine)	18—25 years	By direct recruitment	
40	Carpenter	18—25 years	By direct recruitment	

41	Laboratory Attendant/ Museum Attendant/ Library Attendant.	18—25 years	By direct recruitment	pedestals, etc., for display of antiquities in the Museum. Secondary School Certificate.
42	Duplicating Machine Operator/Ferro- Printer.	18—25 years	By direct recruitment	Secondary School Certificate with experience in handling photocopier and Duplicating machine/Ammonia printing machine. (i) Read up to Class VIII. (ii) Should possess a valid Motorcycle driving licence. (iii) Knowledge of maintenance of Motorcycle desirable.
43	Despatch Rider	18—25 years	By direct recruitment	(i) Read up to Class VIII. (ii) Educational qualification relaxable for an experienced and skilled mason in conservation work.
44	Conservation Foreman	18—25 years	By direct recruitment	(i) Read up to Class VIII. (ii) Preference may be given to a candidate having experience in preparing English and Bengali dishes.
45	Cook	18—25 years	By direct recruitment	

PART III

Non-Gazetted—General.

46	Chief Accountant		By promotion from amongst the Accountants.	3 years' service in feeder post.
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47	Accountant	22—30 years	By promotion from amongst the Accounts Asstt./Accounts Asstt.-cum-Cashier/Cashier. If no suitable candidate is available for promotion, by direct recruitment.	For promotion : 3 years' service in the feeder post or posts specified in column 4. For direct recruitment : (i) Bachelor's Degree in Commerce from a recognised University. (ii) 2 years' experience in Accounts works in a Government Office.
48	Accounts Assistant/ Accounts Assistant- cum-Cashier/Cashier.	18—25 years	50% by promotion from Store Keeper/Booking Assistant/ L.D.A. Typists and 50% by direct recruitment.	For promotion : 5 years' service in a feeder post or posts specified in column 4. For direct recruitment : (i) Bachelor's Degree preferably in Commerce from a recognised University. (ii) Experience in Accounts work in a Government Office preferred.
49	Office Superintendent	25—35 years	By promotion from amongst the Stenographer and U.D.A. If no suitable candidate is available for promotion, by direct recruitment.	For promotion : 3 years' service in a feeder post or posts specified in column 4. For direct recruitment : (i) Bachelor's Degree from a recognised University. (ii) 5 years' experience in administrative and Accounts work in Government Office.
50	Stenographer	..	As per recruitment rules published in notification No. S. R. O. 109-L/78, dated 16-5-1978.	
51	U.D.A.	..	As per rules prescribed by the Government.	
52	Steno-Typist	..	As per recruitment rules published in notification No. S.R.O. 109/L/78, dated 16-5-1978.	
53	L.D.A/ Typist	..	As per rules prescribed by the Government.	
54	Booking Assistant	18—25 years	By direct recruitment	(i) Higher Secondary Certificate. (ii) Experience in the line and knowledge of typing in English and Bengali will be preferred.
55	Store Keeper	18—25 years	50% by promotion from Store Assistant and Cash Sarker and 50% by direct recruitment.	For promotion: 2 years' service in the feeder post. For direct recruitment : (i) H.S.C. (ii) Experience in the line and knowledge of typing in English and Bengali will be preferred. (iii) Experience in handling Store preferred.
56	Store Assistant	18—25 years	By direct recruitment	(i) Secondary School Certificate. (ii) Experience in store works preferred.

Sweeper

18-25 years By direct recruitment

(ii) Candidates with sound health having garden experience and ability to hard field work will be given preference.
Read up to Class V or Members of the Sweepers' Community.

By order of the President
Q. J. AHMED
Secretary.