

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

CABINET SECRETARIAT

Establishment Division

Regulation Wing

Section SW-III

NOTIFICATION

Dacca, the 16<sup>th</sup> May, 1978

**No. S.R.O. 109-L/78/ED/SWIII-3-18/78-128.**- In exercise of the powers conferred by the proviso to Article 133 of the Constitution of the People's Republic of Bangladesh, and in supersession of all rules made in this behalf, the President, after consultation with the Bangladesh Public Service Commission as required by clause (2) of Article 140 of that Constitution, is pleased to make the followings rules, namely :-

THE STENOGRAPHERS AND STENO-TYPISTS (MINISTRIES, DIVISIONS AND ATTACHED DEPARTMENTS) RECRUITMENT RULES, 1978.

**1. Short title.**- These rules may be called the Stenographers and Steno-typists (Ministries, Divisions and attached Departments) Recruitment Rules, 1978.

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

(a) "Appointing authority" means the Government and includes any officer authorised by the Government;

(b) "Commission" means the Bangladesh Public Service Commission;

(c) "Candidate" means a candidate for an examination;

(d) "Examination" means an examination to be conducted by the Commission for the purpose of recruitment to a post ;

(e) "Post" means a post of Stenographer or Steno-typist in a Division or Attached Department.

(f) "Probationer" means a person appointed on probation to a post;

(g) "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 to be a recognised Board for purpose of these rules ; and

(h) "Schedule" means the Schedule annexed to these rules.

**3. Procedure for recruitment.**- (1) All appointments to the post of Steno-typist shall be made by direct recruitment.

(2) All appointment to the post of Stenographers in Grade No. XIV of the New National Grades and Scales of Pay shall be made on merit through open competition in which serving Steno-typist and outsiders may take part.

**4. Examination.-** (1) For the purpose of selection for appointment to a post by direct recruitment, the Commission shall conduct a competitive examination and test in the subjects as detailed in either group of Part A of the Schedule.

(2) No candidate shall qualify in the examination unless he secures the marks, or has a speed, as specified in either Group of Part B of the Schedule.

(3) Candidates shall be allowed 5 Minutes time to go through their shorthand notes pertaining to dictation and half an hour time for transcribing the same. Candidates committing more than 5 per cent mistakes will be considered to have no speed.

(4) For the purpose of typing 5 strokes shall be taken as equal to one word for both in English and Bengali.

**5. Particulars of examination to be announced by the Commission.-** The Commission shall announce the particulars relating to the date, time table, place and such other particulars as it considers necessary, for the examination.

**6. Application, examination fees, etc.-** (1) an application for admission to an examination shall be submitted to the Secretary of the Commission on or before such date as the Commission may announce in this behalf.

(2) No person shall be eligible for an examination unless-

(a) he applied in such form accompanied by such fee and before such date, as was notified by the Commission while inviting application for the post ; and

(b) in the case of a person already in Government service or in the service of a local authority, he has applied through his official superior.

**7. Educational qualification.-** A candidate must have passed H.S.C examination of a recognised Board in order to be eligible for admission to an examination:

Provided that a person appointed to a post prior to the 21<sup>st</sup> March, 1974, shall be considered eligible for admission to an examination even if he is S.S.C passed.

**8. Age Limit.-** No person shall be eligible to appear at an examination if his age is less than 18 years and more than 25 years on the date specified by the Commission:

Provided that the age limit of a candidate working in a post shall be relaxed by the number of years he has been putting in continuous service.

**9. Selection of candidates by the Commission.-** (1) The Commission shall select persons from amongst the candidates and send to the Government a list of candidates found qualified in order of merit for appointment.

(2) On receipt of the list of qualified candidates under sub-rule (1), the Establishment Division shall nominate them to the Ministries, Divisions and Attached Departments on the basis of their requirements. Provided that nomination against permanent and temporary posts shall be made strictly in order of merit.

**10. Appointment by direct recruitment.-** (1) No appointment to a post by direct recruitment shall be made except upon the recommendation of the Commission.

(2) No person shall be eligible for appointment to a post 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 a citizen of Bangladesh.

(3) No appointment to a post shall be made until-

(a) the person selected for appointment is certified by a Medical Officer competent to issue Medical Certificate in terms of rule 14 of the Service Rules, Part,1 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 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 to Government service.

**11. Probation.-** Person recommended for appointment to a post shall be appointed on probation for a period of two years from the date of substantive 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) After the completion of the period of probation or the extended period thereof, 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 (3), confirm him ;

(b) if it is of opinion that the conduct and work of the probationer during that period was not satisfactory, may terminate his service.

(3) No probationer shall be confirmed unless he qualifies on a proficiency test conducted by the Commission in the manner as may be decided by it.

Grade will be given only to those Stenographers who qualify in a test conducted by the Commission at minimum speed specified in Part C of the Schedule.

## THE SCHEDULE

### PART A

[See rule 4(1)]

Sl. No.	Subject	Total Marks	Time
<b>For English Group</b>			
1.	Essay writing in English	50	1 hour
2.	Dictation for shorthand writing in English	100	3.5 minutes
3.	Type writing in English	50	10 minutes
<b>For Bengali Group</b>			
1.	Essay writing in Bengali	50	1 hour
2.	Dictation for shorthand writing in Bengali	100	3.5 minutes
3.	Type writing in Bengali	50	10 minutes

### PART B

[See rule 4(2)]

Name of the post	Shorthand speed per minute	Typing speed per minute	Marks in each paper	Marks in the aggregate
<b>For English Group</b>				
1. Stenographer	100 words	35 words	40%	50%
2. Steno-typist	80 words	30 words	40%	50%
<b>For Bengali Group</b>				

1. Stenographer	70 words	30 words	40%	50%
2. Steno-typist	60 words	25 words	40%	50%

PART C

[See rule 12]

Name of the Group	Shorthand speed per minute	Typing speed per minute
English Group	120 words	40 words
Bengali Group	90 words	35 words

By order of the President,

A.S. NOOR MOHAMMAD

Secretary.

SUNDAY, FEBRUARY 16, 1986

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF ESTABLISHMENT

Section-SW-II

NOTIFICATION

Dhaka, the 16<sup>th</sup> February 1986

**No. S.R.O. 57-L/86.**- In pursuance of the Proclamation of the 24<sup>th</sup> 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 amendments in the Stenographers and Steno-typists (Ministries, Divisions and Attached Department) Recruitment Rules, 1978, namely :-

In the aforesaid Rules.-

(a) in rule 4, in sub-rule (2) for the word "or" the word "and" shall be *substituted*,

(b) in rule II,-

(i) in sub-rule (1), the word "substantive" shall be omitted ;

(ii) in sub-rule (2), for clause (a) the following shall be *substituted*, namely :-

- (a) if it is satisfied that the conduct and work of the probation or during his period of probation has been satisfactory, shall confirm him," and

(iii) sub-rule (3) shall be omitted ; and

- (c) in the schedule, for Parts B and C, the following shall be *substituted*, namely :-

PART B

[See rule 4(2)]

Name of the Post	Minimum Shorthand speed per minute	Minimum Typing speed per minute	Minimum pass marks in each subject
<b>For English Group</b>			
1. Stenographer	80 words	30 words	40%
2. Steno-typist	70 words	28 words	40%
<b>For Bengali Group</b>			
1. Stenographer	50 words	25 words	40%
2. Steno-typist	45 words	23 words	40%

PART C

[See rule 12]

Name of the Group	Minimum Shorthand speed per minute	Minimum Typing speed per minute
English Group	100 words	35 words
Bengali Group	70 words	30 words

By order of the President

MD. SHAMSUL HAQUE CHISTY

Secretary.