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

RECRUITMENT RULES FOR BANGLADESH STEEL AND ENGINEERING CORPORATION, 1985

NOTIFICATION

Dhaka, the 9th September, 1985

No. MI/CB-II/10/85/145. – Whereas it is expedient to frame Recruitment Rules of Bangladesh Steel and Engineering Corporation, a Sector Corporation under the Ministry of Industries for the purpose of control, supervision and coordination of the nationalised and some other industries and for the establishment and development of new enterprises, the Government is pleased to make Recruitment Rules in supersession of all other Rules in this behalf :-

CHAPTER I

1. **Title** – These Rules shall be called the Bangladesh Steel and Engineering Corporation Recruitment Rules, 1985. These shall come into force at once.

2. **Extent of application** – These Rules shall apply to the whole-time officers and Employees – whether permanent, temporary or casual of the Bangladesh Steel and Engineering Corporation irrespective of whether they are employed in Head Office or any other office opened by the Corporation or Project/Enterprises sponsored or managed by it.

These shall not apply to –

- (i) The Chairman and the Directors of the Corporation.
- (ii) Advisers and Consultants whether part-time or whole-time.
- (iii) Government Servants on deputation.
- (iv) Workers governed by the Factories Act in the Projects/Enterprises.
- (v) Officers appointed on special contract.

3. **Interpretation** – The power of interpreting these rules is reserved to the Government whose decision in such matter shall be final subject to the condition that nothing in these rules can be interpreted so as to jeopardise the fundamental rights guaranteed in the Constitution of Bangladesh.

CHAPTER II

1. **Delnitions** – In these Rules, unless there is anything repugnant in the subject or context, -

- (a) “appointing authority” means the Bangladesh Steel and Engineering Corporation and includes any officer authorised by the BSEC to make appointment to any post.
- (b) “post” means post mentioned in the Schedule.
- (c) “probationer” means a person appointed no probation to a specified post.
- (d) “recognised University and 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.
- (e) “requisite qualification” – means the qualification laid down in the Schedule.
- (f) “Schedule” means the Schedule annexed to these Rules.
- (g) “Selection Committee” means a Committee constituted for the purpose and shown at Annexure A.
- (h) “specified post” means a post specified in the Schedule.
- (i) “Board” means Board of Directors as constituted with approval of the Government.
- (j) “competent authority” in relation to the exercise of any power under these Rules means an authority to whom such power has been delegated by the Corporation.
- (k) “Corporation” means Bangladesh Steel and Engineering Corporation.
- (l) “pay” means the amount drawn monthly by an incumbent as the pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre/post.
- (m) “personal pay” means additional pay granted to an employee/officer –
 - (i) to save him from loss of substantive pay in respect of permanent post due to revision of pay otherwise there is a disciplinary measure, or
 - (ii) in exceptional circumstances on other personal considerations.
- (n) “Time Scale Pay” means scale of pay which, subject to any condition prescribed in these Rules, rises by periodical increments from the minimum to the maximum.
- (o) “NNPS” means the National Pay Scales which came into effect from 1st July 1977.
- (p) “permanent post” means a post carrying a definite rate of pay sanctioned without time limit.
- (q) “permanent employee” means an employee who has been confirmed in a post.
- (r) “temporary post” means a post carrying a definite rate of pay and sanctioned for a limited time.

Notes: Limited time means a period to the maximum of 89 days after which the Corporation may terminate the service of the incumbent if there is no provision for absorption, the incumbent will be absorbed. If no action is taken after the expiry of 89 days, the incumbent will be deemed to have been absorbed.

- (s) “honorarium” means a recurring or non-recurring payment granted to an officer or employee as remuneration for special work of an occasional nature.
- (t) “cash reward” means a non-recurring payment granted to an officer/employee as remuneration for and in recognition of a special meritorious and outstanding work.
- (u) “returnee” means a person who left the Corporation on resignation for taking up employment at home or abroad and thereafter seeks appointment in the Corporation.

CHAPTER III
CRITERIA OF RECRUITMENT
General condition of service

1. **Procedure for recruitment** – Subject to the provisions of the Schedule appointment to a specified post shall be made either by direct recruitment or by promotion or by transfer on deputation. The selection of the candidates for appointment/promotion in different grades shall be made by selection committees constituted for the purpose as shown at Annexure A.

2. **Appointment by direct recruitment** – (i) Recruitment shall be made only against the sanctioned and vacant posts. For the purpose of direct recruitment, posts with job specifications, qualification, experience etc. shall be widely advertised in national press :

- (a) Applications for situation shall be made in the prescribed application form or, as the case may be, in plain paper by the candidate with self addressed envelope supporting with the crossed postal order/Bank Draft of an amount and other required papers as specified in the advertisement.
- (b) No person shall be invited to appear for written test/viva voce test if his application is not accompanied with such postal order/Bank Draft, etc. and submitted within the specified time.
- (c) A person already in service must apply through proper channel.

(ii) Mode of filing up vacancies - Written and viva voce tests will be taken while filing up vacant post direct recruitment and by promotion of all officers and staff up to the pay of Taka 750-1470 excluding the technical posts. Appointment and promotion of officers in the scale of Taka 1400-2225 and above shall be made by viva voce test only. On final selection of the candidates, offer of appointment will be made in the prescribed appointment letters/contracts showing terms and conditions of appointment.

3. (I) **Eligibility for appointment to a pay post by direct recruitment.** – No person shall be eligible for appointment to a specified post by direct recruitment if he –

- (a) is not a citizen of Bangladesh 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.
- (c) is removed, dismissed, discharged from Government/Corporation/Autonomous Bodies service/convicted by a court of law for moral turpitude.
- (d) is a deserter from Corporation service without prior permission from the competent authority.

(II) **Age** – (a) A person selected for appointment in the service of the Corporation shall not be less than 18 years of age and ordinarily not more than 45 years at the time of his/her appointment. The upper age limit may be relaxed by the competent authority in exceptional cases, but the reason for such relaxation shall be invariably recorded and the approval of the competent authority obtained.

(b) A declaration of age made by an applicant for the purpose of his/her appointment in the corporation at the time of entry in service shall be deemed to be binding on the person making the declaration and no revision of such declaration shall be allowed at a later date for any purpose whatsoever. Matriculation or Secondary School Certificate shall be accepted as a proof of age. In case of non-matric and non-S.S.C. candidates, affidavit before a 1st Class Magistrate will be a proof of age.

(II-A) **Mode of selection by direct recruitment.**– (a) Selection of candidates for appointment of employees and Officers up to the pay scale of Tk. 750-1470 save and except the technical posts, shall be invariably made through written test and viva voce test.

(b) Selection of candidates for appointment to the post borne in the pay scale of Tk. 1400-2225 and above shall be done through viva voce test.

(c) Subject to the provisions of any special rule regulating one's appointment, no person shall be appointed to a permanent post of the Corporation/Enterprise whether on probation or otherwise without medical fitness certificate from a recognised Medical Officer of the Corporation/Enterprise.

(d) On final selection of candidates offer of appointment shall be made in prescribed appointment letter/contract from stipulating the terms and conditions of service.

(III) **Grant of Advance Increment.** – The appointing authority may grant higher initial pay subject to a maximum of 3 increments on first appointment to highly experienced, better qualified and highly technical people provided the relevant Standing Selection Committee Specifically recommends for granting such higher initial pay to a particular candidate.

(IV) **Medical fitness and police verification.** – (a) Before joining the appointment, the candidates shall be medically examined by the Chief Medical Officer of the Corporation and certified by him to be medically fit for such appointment and that they do not suffer from such organic defects which are likely to interfere with the discharge of their duties of the post or otherwise.

(b) Immediately after joining the post, the Police Verification Roll shall be supplied to the candidates to fill up and return, which then may be sent to the Police Authority for verification of their character and antecedents. The antecedents of the candidates must be verified and found to be such as do not render them unfit for appointment.

(V) **Declaration of property at the time of entering service.** – At the time of joining the candidates must make declaration of property as per prescribed proforma along with the joining report.

4. **Quota system.** – While making recruitment in various posts, distribution of quota as fixed by the government from time to time shall be adhered to.

5. **Induction and orientation.** – When there is a batch of candidates, that may be of different categories, they may be given induction/orientation about the functioning of the Corporation/Enterprise current rules and procedures and particular area of functions which would be assigned to them.

6. **Temporary/casual appointment.** – Appointment against temporary post/casual post in the employees grade shall be made on monthly/daily-rated basis and such appointment shall not continue beyond 89 days depending on the exigencies of circumstances.

7. **First appointment.** – (i) First appointment of officers shall be made on regular basis with the first one year being treated as probationary period.

(ii) Appointment against permanent post in the employees grade shall be made on regular basis with the first 6 (six) months being treated as probationary period.

8. **Probation.** – Persons selected for appointment to a specified post against substantive vacancies will be appointed on probation for a period of one year from the date of commencement of appointment except those personnel who are governed by Shops and Establishment Act :

Provided that the appointing authority may for reasons to be recorded in writing and under intimation to the incumbent –

(i) extend the period of probation in case of officers until such time as the authority in its sole discretion confirms in writing that such officer has successfully completed the probation.

(ii) or reduce the incumbent to a lower post or dispense with his service.

(iii) In the event of an employee's performance not being found satisfactory and up to the mark during the period of probation, the may be reduced to a lower post or removed from service.

After completion of the normal or extended period of probation, as the case may be, the appointing authority may confirm an employee/officer in his post. No incumbent shall be allowed to draw increments during the currency of his probation. However, he will be entitled to arrear increments after his confirmation in the post. All attempts should be made by the Corporation to confirm the incumbents immediately upon satisfactory completion of probation.

9. **Condition of posting.** – The Corporation may require its officers/Employees to serve the Corporation or any of its Enterprises or Associates any-where in Bangladesh.

10. **Appointment to the same post.** – (i) Two or more Officers/Employees cannot be appointed to the same permanent post at the same time.

(ii) An Officer/Employee cannot be appointed on regular basis to a post on which another Officer/Employee holds lien.

11. **Resignation** – Resignation once accepted by the competent authority shall not be revoked and the concerned person shall not be re-employed in his original post, save and except the returnees.

12. **Determination of seniority** – Seniority shall be determined as per rules/regulations of the Government from time to time.

13. **Appointment by promotion.** – The principles of promotion shall be governed by seniority-cum-merit basis. Certain percentage of the vacant posts as per schedule may be filled up by departmental candidates. If sufficient suitable departmental candidates are not available, the vacancies may be filled up by direct recruitment. Promotion shall be given to the immediate higher post under no circumstances, promotion shall be awarded by-passing the immediate higher post.

(i) **Eligibility for promotion.** – An officer/employee may be eligible for consideration for promotion to the next higher post when he completes a minimum period of three years unless otherwise specified in the Schedule, satisfactory service in his existing post and he is found suitable for promotion by the concerned Selection Committee subject to availability of post.

(ii) **Method of assessment for promotion** – Suitability or otherwise of a departmental candidates shall be judged by competitive assessment of the candidates through the Standing Selection Committee by adopting a suitable marking/rating system to be prescribed by the Corporation :-

(a) Selection of candidates for promotion as employees and officers up to the pay scale of Tk. 750-1470 shall be invariably done through written and viva voce test.

(b) Selection of candidates for promotion to the scale of Tk.1400-2225 and Tk.1850-2375 shall be done through viva voce test.

(c) Selection of candidates for promotion in the scale of Tk.2100-2600 and above shall be done through comparative assessment of fitness for such promotion.

(iii) Departmental candidates shall be considered for promotion once in year after 31st December.

14. **Out of turn promotion and special increment.** – Departmental Officer/Employees may be considered for out of turn promotion for their outstanding performance recorded in the Annual Confidential Reports and suitably reflected notes containing recommendation for out of turn promotion.

Candidates for out of turn promotion shall be considered only when they complete a minimum 2 years' service in the existing post and against regular vacancies.

(a) 20% of the vacancies in each category of post of officers and staff may be reserved for those who have shown outstanding devotion to duties, merit, leadership and initiative in the discharge of their duties.

(b) Special increments, two at the maximum at a time, may be awarded for meritorious services of an officer/employee. None shall be allowed special increments more than once in a particular post or rank.

All out of turn promotions, special increments shall be considered by the BSEC Head Office once in a year through a Committee constituted for the purpose as and when called for.

15. **Abolition of post.** – In the event of an Officer/Employee's service being dispensed with as a result of the abolition of the post or retrenchment in the establishment of the Corporation at the instance of the Government, it shall be incumbent upon the Corporation to give him/her three months' previous notice in writing or in lieu thereof to pay him/her a sum equivalent to three months' pay. In the case of abolition of post, endeavour shall first be made to absorb the incumbent in similar or equivalent post. In the absence of such post, he may be offered a lower post. In the event of his acceptance, he may be absorbed.

16. **Employment after retirement.** – In the matter of retirement or re-employment on contract after retirement, an officer/employee shall be governed by the provisions of the Public Service (Retirement) Act, 1974 (XXI of 1974) or any other directives issued by the government from time to time.

17. **Acts done before these rules came into being.** – Any order passed, appointment made, action taken or proceeding commenced under the provisions of rules or orders in force on the date of the issue of these Rules shall continue in effect and be deemed to have been passed, made, taken or commenced, as the case may be under the corresponding provisions of those rules, as if the BSEC Recruitment Rules, 1984 were in force when such order was passed, or such appointment made or such action taken or such proceeding commenced.

18. **Amendment, modification, alteration.** – Any amendment, modification, alteration of any of the provisions of these Rules shall require prior approval of the Administrative Ministry.

KHORSHED ALAM
Secretary,
Ministry of Industries.

DR. B. AHMAD
Acting Chairman
Bangladesh Steel and Engineering Corporation.

STANDING SELECTION COMMITTEES

- a. Standing Selection Committee for recruitment and promotion in employees grade : .
1. Secretary, BSEC Chairman
 2. Chief Personnel Officer. BSEC Member
 3. Controller of Accounts Member
 4. Section Officer, Ministry of Industries Member
 5. Addl. Chief Personnel Officer/Dy. Chief Member -Secretary
Personnel Officer, BSEC
- b. Standing Selection Committee for recruitment and promotion of technical cadre officers :
1. Director (Technical), BSEC (or any one of the Chairman Chairman
Directors to be nominated by the Chairman of the Corporation).
 2. Director (Finance), BSEC Member
 3. Dy. Secretary, Ministry of Industries Member
 4. Head of concerned Division, BSEC Member
 5. Secretary, BSEC Member
 6. Chief Personnel Officer, BSEC Member
 7. Addl. Chief Personnel Officer/Dy. Chief Member-Secretary
Personnel Officer, BSEC
- c. Standing Selection Committee for recruitment and promotion of generalist cadre officers :
1. Director (Pl. & Dev.), BSEC(or any Director Chairman
to be nominated by the Chairman of the Corporation).
 2. Director (Commercial), BSEC Member
 3. Dy. Secretary, Ministry of Industries Member
 4. Secretary BSEC Member
 5. Controller of Accounts, BSEC Member
 6. Chief Personnel Officer, BSEC Member
 7. Addl. Chief Personnel Officer/Dy. Chief Member-Secretary
Personnel Officer, BSEC.
- d. Standing Selection Committee for recruitment and Promotion of Accounts Cadre Officers :
1. Director (Finance), BSEC (or any Director to Chairman
be nominated by the Chairman of the Corporation).
 2. Director (Commercial), BSEC Member

3. Dy. Secretary , Ministry of Industries	...	Member
4. Controller of Accounts, BSEC	...	Member
5. Chief Finance Officer, BSEC	...	Member
6. Chief Audit Officer, BSEC	...	Member
7. Chief Personnel Officer, BSEC	...	Member
8. Addl. Chief Personnel Officer/Dy. Chief Personnel Officers, BSEC.	...	Member-Secretary.

(i) External member may be included in the above Committees where necessary.

(ii) The findings and recommendations of the Selection Committees should be placed before the Board of Directors for final approval.

Annexure B

SCHEDULE OF POSTS

Sl. No.	Name of the specified post with scale of pay	Mode of appointment	Qualification and experience
1	2	3	4
1	Secretary Chief Personnel Officer Chief Engineer Controller of Accounts General Manager (C&B) Chief Finance Officer Chief Audit Officer General Manager (MIS) Chief Medical Officer Managing Director General Manager Chief Metallurgist Chief Manager Technical Manager Chief Commercial Manager and equivalents Tk.2350-100-2750 and Tk.2850 fixed	(a) By departmental promotion. (b) In case no suitable departmental candidate is available. Such post maybe filled up by direct Recruitment/ Deputation.	For direct recruitment: Arts, Commerce, Science Engineering & Medical Graduates with 18 year meritorious service in Adm/Tech Jobs/ Medical/Accounts preferable with professional qualification (as per natural requirement of individual post) For promotion : 3 Years' service in immediate lower post.

Sl. No.	Name of the specified post with scale of pay	Mode of appointment	Qualification and experience
1	2	3	4
2	Deputy General Manager Addl. Chief Accounts Officer Addl. Chief Engineer Addl Chief Manager Addl Chief Personnel Manager Addl Chief Chemist Superintendent Addl. Chief Commercial Manager Addl. Chief Personnel Officer Addl. Chief Medical Officer Addl. Chief Public Relations Officer Addl. Chief Economist Addl. Chief Finance Officer Addl. Chief Audit Officer Addl. General Manager, MIS and equivalent Tk. 2100-100-2600.	(a) As above (b) As above	For direct recruitment: Arts, Commerce, Science & Engineer Graduates with 15 years experience in Admn./Tech. Jobs/ Accounts preferable with professional qualification (as per natural requirement of individual post). For promotion : 3 Years' service immediate lower post.
3	Manager Dy. Secretary Dy. Chief Personnel Officer Dy. Chief Accounts Officer Dy. Chief Engineer Dy. Chief Marine Officer Dy. Chief Naval Architect Dy. Chief Medical Officer Commercial Manager Dy. Chief Security Officer Dy. Chief Chemist Asstt. Superintendent and equivalents Tk. 1850-75-2375.	a) 25% by direct recruitment. (b) 75% by promotion.	For direct recruitment: Arts, Commerce, Science Engineering and Medical Graduates with 13 years experience (preferable with professional qualification) A. Doctor of Engg. may be appointed as Dy. Chief Engineer straightway. (Experience : As per natural requirement of individual post). A.C.A may be appointed as Dy. Chief Accountant.

Sl. No.	Name of the specified post with scale of pay	Mode of appointment	Qualification and experience
1	2	3	4
4	Sr. Economist Sr. Statistician Sr. Progress Analyst Sr. Research Officer Sr. Insurance Officer Sr. Commercial Office Sr. Purchase Officer Sr. Stores Officer Sr. Security Office Sr. Administrative Officer Sr. Labour Welfare Officer Sr. Executive Asstt. Chief Personnel Officer Asstt. Chief Accounts Officer Asstt. Chief Finance Officer Asstt. Chief Audit Officer Sr. Personnel Officer Sr. Sales Officer General Foreman Sr. Marketing Officer Sr. Shipping Officer Sr. Psychologist Sr. Executive Officer Asstt. Manager Sr. Labour Officer Sr. Training Office and equivalents Tk. 1400-75-2225.	(a) 50% by direct recruitment (b) 50% by promotion.	For promotion: 4 Years' service in immediate lower post. For direct recruitment: Arts, Commerce, Science & Engineer Graduates with 10 years experience. (as per natural requirement of individual post). A candidate passing ICMA may be appointed as Sr. Accountant straightaway.
5	Naval Architect Mechanical Engineer Electrical Engineer Civil Engineer Techno Chemist Chemist Medical Officer Lady Medical Officer	(a) 50% by direct recruitment. (b) 50% by promotion.	For direct recruitment: (i) Engineer & Medical Graduates: M.Sc Engg./MB.B.S. with 4 year experience from the date of passing the degree. (ii) For Chemist: M.Sc. in Chemistry Bio-Chemistry, Biology/Botany with 3 years experience. For promotion : 4 Years' service in immediate lower rank.

Sl. No.	Name of the specified post with scale of pay	Mode of appointment	Qualification and experience
1	2	3	4
6	Financial analyst Economist Accounts officer Audit Officer Finance Officer Store Officer Labour Officer Security Officer Commercial Officer Sr. Foreman Asstt. Drawing Officer Shipping Officer Executive Co-ordination Officer Sales Officer Transport Officer Executive Officer insurance Officer Librarian Head Master (High School) Labour Welfare Officer Safety Officer Technical Officer Personnel Officer Fire Officer Public Relations Officer Legal Affairs Officer and equivalents Tk. 750-1470.	(a) 50% by direct recruitment. (b) 50% by promotion.	For direct recruitment: recruitment: Arts, Commerce, Science Graduates with 6 year experience (as per natural requirements or individual post). For promotion : 4 Years' service in the immediate lower post.
7	Asstt. Engineer Asstt. Naval Architect Asstt. Chemist and equivalents Tk.750-50-900-55-1230-60- 1470	(a) 50% by direct recruitment. (b) 50% by promotion.	For direct recruitment: recruitment: Asstt. Engineer : BSc. Engg. degree holder. Post graduate Engineers may be appointed as Asstt. Engineers with 2 (two) advance increments. Asstt. Chemist, M.Sc. with honours 2 nd Class in B.Sc. in Chemistry, Bio-chemistry, Biology. For promotion : 4 Years' service in the immediate lower post.

Sl. No.	Name of the specified post with scale of pay	Mode of appointment	Qualification and experience
1	2	3	4
8	Asstt. Co-ordination Officer Asstt. Store Officer Asstt. Personnel Officer Asstt. Audit Officer Asstt. Public Relations Officer Asstt. Accounts Officer Asstt. Finance Officer Asstt. Commercial Officer Asstt. Purchase Officer Asstt. Technical Officer Junior Executive Junior Officer and equivalents Tk.470-1135.	(a) 50% by direct recruitment. (b) 50% by promotion.	For direct recruitment: Arts, Commerce, Science Graduates with 4 years, experience as per natural requirement of individual post. For promotion : 4 Years' service in immediate lower post.
9	Sub-Asstt. Engineer and equivalents Tk.470-1135.	(a) 75% by direct recruitment. (b) 25% by promotion.	For direct recruitment: Diploma holders in Engineering. For promotion : 4 Years' service in immediate lower post.
10	Store Keeper Stenographer UDA, Draftsman Cashier and equivalents Tk.400-825.	(a) 50% by direct recruitment. (b) 50% by promotion.	For direct recruitment: Arts, Commerce, Science Graduates with 3 years, experience or Master Degree. H.S.C. passed plus approved speed in shorthand & typing in case of stenographer.
11	Steno-typist Tk.370-745.	(a) By direct recruitment.	H.S.C. with shorthand speed of 80 & Typing speed of 40 w.p.m.
12	Compounder (Passed) Telex Operator and equivalents. Tk.325-610.	(a) By direct recruitment.	Arts. Commerce, Science Graduates or Inter Arts, Commerce, Science with 3 years' experience. Tech. certificate with experience as per natural recruitment of individual post.
13	Driver Tk.325-610	By direct recruitment.	Must be a heavy Vehicles Licence holder with at least 2 years' experience in driving.

Sl. No.	Name of the specified post with scale of pay	Mode of appointment	Qualification and experience
1	2	3	4
14	Driver Tk.300-540	By direct recruitment.	Must be a light Vehicles Licence holder with at least 2 years' experience in driving.
15	LDA-cum-Typist. Unpassed Compounder Nurse, Pump Driver, Telephone Operator, Receptionist and equivalents Tk.300-540-	a) 75% by direct recruitment. b) 25% by promotion.	For direct recruitment : H.S.C. with typing speed of 40 w.p.m Tech. Certificate with experience. For promotion: H.S.C./S.S.C. with 4 years' service in immediate lower post.
16	Electric Supervisor, Liftman and equivalents. Tk.275-480.	By direct recruitment.	Trade or Vocational Certificate, passed.
17	Dispatch Rider, Duplicating Machine Operator. Carpenter Painter, Plumber, Dresser and equivalents Tk.250-362.	a) 25% by direct recruitment. b) 75% by promotion.	For direct recruitment: S.S.C. or Trade course Vocational certificate or equivalent qualification. For promotion: 4 years' service in immediate lower post.
18	MLSS Sweeper Security Guard Bus Helper and equivalents Tk.225-315.	By direct recruitment.	Class VIII Standard

DEVAPRASAD DAS GUPTA

Deputy Secretary