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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF WORKS
NOTIFICATION

Dhaka, the 9th January, 1985

No. S.R.O. 31-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 NON-GAZETTED EMPLOYEES (HOUSING AND SETTLEMENT DIRECTORATE) RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called The Non-gazetted Employees (Housing and Settlement Directorate) Recruitment Rules, 1984.

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, any officer authorised by the Government to make appointment to such post or class of posts;
- (b) "Commission" means Bangladesh Public Service Commission;
- (c) "Departmental Promotion Committee" means the Committee constituted by the Government for recommending candidates for promotion to the specified posts;
- (d) "Probationer" means a person appointed on probation to specified posts;

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- (e) "Recognised Institute" means the institute established by or under any law for the time being in force and includes, any other institute declared by the Government after consultation with the Commission to be a recognised institute for the purpose to 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 ; and
- (h) "Specified post" means a post specified in the schedule.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the schedule and instruction relating to reservation and quota, appointment to a specified post shall be made—

- (a) by direct recruitment ;
- (b) by promotion ; or
- (c) by transfer.

(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) No appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Commission or by Departmental Promotion Committee 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 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 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 such as do not under him unfit for appointment to the service of the Republic.

(4) No person shall be recommended for appointment to a specified post unless—

- (a) he has applied in such form, accompanied by fee and before such date as notified by the Commission or by 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.

(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 such 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 provision 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.
1	2	3	4	5
Non-Technical.				
1	Head Assistant (C.E's Office and Circle Office).	..	By promotion from the U.D. Asstts. of C.E's Office, Circle Office and Head Asstt./U.D.A. of Divisional Office.	3 years' service in the feeder post.
2	Accountant (C.E's. Office)		Ditto	Ditto.
3	U.D.A. (C.E's. Office and Circle Office).		As per Government Order No. Estb/R-1/S-23/72/128(250).	Ditto.
4	Head Assistant/U.D.A. (Divisional Office).		Ditto	Ditto.
5	L.D.A.		As per Recruitment Rules, prescribed by Government No. SRO 205-L/79-ED(R-II)-R-31/78-57, dated 14-7-79.	..
6	Accounts Assistant ..	25 years	By transfer from L.D.A.-cum-Typist or by direct recruitment.	For direct recruitment, Higher Secondary Certificate Examination passed.

7	L.D.A.- <i>clerk</i> -Typist	..	As per Recruitment Rules to be prescribed by Government.
8	Stenographer	..	As per Recruitment Rules Notified by Government No. SRO 109-L/78/ED/SW-III-18/78-128, dated 16-5-78.
9	Steno-Typist	..	As per Recruitment Rules, prescribed by Government Notification No. SRO 109-L/78/ED/SW-III-18/78-128, dated 16-5-78.
10	Accountant (Divisional Office).	..	} By transfer on deputation from A.G.'s Office.
11	Cashier (Divisional Office)	..	
12	Record Supplier	.. 25 years	By promotion from MLSS. If no suitable candidate is available for promotion, by direct recruitment.
13	M.L.S.S.	.. Do.	By direct recruitment .. Read up to Class VIII.
14	Guard	.. Do.	Ditto .. Read up to Class VIII with good physique.
15	Sweeper	.. Do.	Ditto .. Professional Sweeper.
Technical.			
1	Sub-Assistant Engineer	.. 25 years	By direct recruitment .. Diploma in Engineering from a recognised Institute.
2	Estimator	.. Do.	Ditto .. Ditto.

(a) For promotion—3 years' service in the feeder post with experience in the line.

(b) For direct recruitment—Secondary School Certificate Examination passed.

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
3	Draftsman (Grade-I) ..		By promotion from Draftsman (Grade-II).	3 years' service in the feeder post.
4	Draftsman (Grade-II) ..		By promotion from Draftsman (Grade-III).	3 years' service in the feeder post.
5	Draftsman (Grade-III)		By promotion from Draftsman (Grade-IV).	5 years' service in the feeder post.
6	Draftsman (Grade-IV) ..	25 years	(a) 25% by promotion from Tracer, and (b) 75% by direct recruitment.	(a) For promotion—5 years' service in the feeder post. (b) For direct recruitment—Secondary School Certificate with certificate of Draftsmanship from a recognised Institute.
7	Tracer ..	Do.	By direct recruitment	Secondary School Certificate with Trade Certificate from a recognised Institute.
8	Survey Supervisor ..		By promotion from the Surveyors.	5 years' service in the feeder post.
9	Surveyor ..	25 years	By direct recruitment	Higher Secondary Certificate with Diploma in Survey from recognised Institute.
10	Driver ..	Do.	Ditto	Read up to Class VIII. Must possess valid Heavy/Light Motor Driving Licence with 3 years' practical experience.

By order of the President
M. AYUBUR RAHMAN
Secretary.

MINISTRY OF PORTS, SHIPPING AND IWT

NOTIFICATION

Dhaka, the 9th January, 1985

No. S.R.O. 32-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 (MERCANTILE MARINE DEPARTMENT AND LIGHT HOUSES) OFFICERS AND STAFF RECRUITMENT RULES, 1984.

1. **Short title.**—These rules may be called The (Mercantile Marine Department and Light Houses) Officers and Staff Recruitment Rules, 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 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 specified post, means the qualification laid down in the Schedule in relation to that 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, 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) 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 the case of gazetted officer, by a Medical Board set up for the purpose by the Director-General of Health Service and in the case of a non-gazetted employee 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 duty 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 the Superior Selection Board or, as the case may be, of such Committee or Board 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. 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 after 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 unless he has passed such examination and undergone such training as the Government may, from time to time, prescribe.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	Principal Officer	3	4	5
1	Principal Officer	Not exceeding 47 years.	<p>By promotion of Nautical Surveyor;</p> <p>OR</p> <p>Engineer and Ship Surveyor;</p> <p>OR</p> <p>By transfer of Chief Nautical Surveyor;</p> <p>OR</p> <p>Chief Engineer and Ship Surveyor from Department of Shipping; and</p> <p>if no suitable candidate is available for promotion, by direct recruitment.</p>	<p>(i) For promotion—3 years' service as Nautical Surveyor or Engineer and Ship Surveyor for a person holding Extra Master or Extra 1st Class Engineering Certificate respectively.</p> <p>OR</p> <p>5 years' service as Nautical Surveyor of Engineer and Ship Surveyor for a person holding Master (F.G.) or 1st Class Engineering Certificate respectively.</p> <p>(ii) For direct recruitment—Extra Master with 2 years' experience as Master and 3 years' experience in the line in Government or Autonomous Organisation (Total 12 years' post certificate experience after 2nd Mate);</p> <p>OR</p> <p>Master's (FG) Certificate with 2 years' as Master and 5 years' experience in the line in Government or Autonomous Organisation (Total 12 years' post certificate experience after 2nd Mate);</p> <p>OR</p> <p>Extra 1st Class Engineer with 2 years' as Chief Engineer and 3 years' experience in the line in Government or</p>

Autonomous Organisation (Total 10 years' post certificate experience after 2nd Class Engineer).

OR

1st Class Engineer with 2 years' experience as Chief Engineer and 5 years' experience in the line in Government or Autonomous Organisation (Total 10 years' post certificate experience after 2nd Class Engineer).

Extra Master's Certificate and Certificate of Competency as Master (FG) with 2 years' experience as Master. (Total 7 years' post certificate experience after 2nd Mate.)

(i) Extra 1st Class Engineer.

(ii) Certificate of Competency as 1st Class Marine Engineer with 2 years' experience as Chief Engineer (Total 5 years' post certificate experience after 2nd Class).

5 years' service as Upper Division Assistant.

Not exceeding 45 years. By direct recruitment

Ditto

By promotion from Upper Division Assistants.

As per rules prescribed by Government.

Between 18 and 25 years. By direct recruitment

Read up to Class VIII.

2 Nautical Surveyor

3 Engineer and Ship Surveyor.

4 Office Superintendent

5 Stenographer

6 Upper Division Assistant

7 Lower Division Assistant

8 M.L.S.S.

5

4

3

2

1				
9	Head Light Keeper	Between 18 and 25 years.	By promotion from Light Keepers or Mechanics and if no suitable person is available for promotion by direct recruitment.	For promotion—7 years' service as mechanics or 10 years' service as Light Keepers. For direct recruitment—Diploma in Mechanical or Electrical Engineering from Polytechnic Institute recognised by the Government with 3 years' service experience in a Workshop.
10	Mechanics	Ditto	By promotion from amongst Light Keepers and if no suitable person is available for promotion by direct recruitment.	(i) Diploma in Mechanical or Electrical Engineering from a Polytechnic Institute recognised by the Government; (ii) Secondary School Certificate from a recognised Board with Trade Certificate from Vocational Training Institute recognised by the Government in general mechanics or Electrical artificer.]
				OR
11	Light Keeper	Ditto	By promotion from the Lascars and if no suitable person is available for promotion, by direct recruitment.	For promotion—5 years' experience as Lascar (Light house). For direct recruitment—Secondary School Certificate from a recognised Board or

equivalent Trade Certificate from a Vocational Training Institute recognised by the Government in general mechanic or Electrical artificer.

12	Driver	..	Between 18 and 25 years. Relaxable in case of Departmental candidate.	By direct recruitment	..	Read up to Class VIII with valid driving Licence.
13	Lascar	..	Between 18 and 25 years.	By direct recruitment	..	Read up to Class VIII. Preference will be given to candidates having Secondary School Certificate from a recognised Board.
14	Topass	..	Ditto	By direct recruitment	..	Read up to Class VIII.

By order of the President

A. K. M. KAMALUDDIN CHOUDHURY
Secretary.