

Bangladesh



Gazette

**Extraordinary  
Published by Authority**

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WEDNESDAY, DECEMBER 5, 1984

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF FINANCE

Internal Resources Division

NOTIFICATION

Dhaka, the 5th December 1984

No. S.R.O. 535-L/84.—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 DIRECTORATE OF INSPECTION AND TRAINING (CUSTOMS AND EXCISE) (EMPLOYEES) RECRUITMENT RULES, 1984.

1. **Short title and application.**—(1) These rules may be called The Directorate of Inspection and Training (Customs and Excise) (Employees) Recruitment Rules, 1984.

(2) They shall apply to the officers and other employees of the Directorate of Inspection and Training (Customs and Excise) and the officers and other employees of the Customs and Excise Training Academy of that Directorate.

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) "Board" means the National Board of Revenue;
- (c) "Commission" means the Bangladesh Public Service Commission;

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(13389)

Price : Taka 1.00

- (d) "probationer" means a person appointed on probation to a specified post;
- (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, as a recognised Board for the purpose of these rules;
- (f) "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;
- (g) "requisite qualification", in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (h) "Schedule" means the Schedule annexed to these rules;
- (i) "specified post" means a post specified in the Schedule;
- (j) "Selection Committee" means the Committee for selecting candidates for appointment or promotion to a specified post, constituted by the Board, with the approval of the Government.

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, subject to such order as may be made by the Government in this behalf, he is within the age-limit laid down in the Schedule for direct recruitment to that post.

4. **Appointment by direct recruitment.**—(1) Subject to the provision of the Bangladesh 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 or the Selection 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 provisions of 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 for the purpose by the Director of Health Services or the Civil Surgeon concerned to be medically fit for such appointment and that he does not suffer from any 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 the appointing authority 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 Commission.

(2) A person shall not be eligible for appointment by promotion to a specified post if he has unsatisfactory record of service.

**6. Probation.**—(1) A person 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 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 Board, may, from time to time, direct.

## SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualifications.
1	2	3	4	5
1	Medical Officer	.. Not exceeding 35 years.	By direct recruitment or by transfer on deputation of a Medical Officer from the Ministry of Health.	M.B.B.S. with at least 5 years' experience as a Medical Officer.
2	Principal Appraiser	..	By transfer on deputation of a Principal Appraiser from the Collectorate of Customs.	..
3	Principal Survey Officer	..	By transfer on deputation of a Principal Appraiser from the Collectorate of Customs.	..
4	Superintendent of Customs and Excise.	..	By transfer on deputation of a Superintendent from the Collectorate of Customs and Excise.	..
5	Survey Officer	..	By transfer on deputation of a Deputy Superintendent of Customs and Excise or an Appraiser of Customs.	..
6	Inspector	..	By transfer on deputation of an Inspector from the Collectorate of Customs and Excise.	..

7	Preventive Officer	..	..	By transfer on deputation of a Preventive Officer from the Collectorate of Customs.	
8	Office Super. tendent	..	..	By promotion from Head Assistants and Stenographers.	(i) At least 2 years' experience as Head Assistant. (ii) At least 3 years' experience as Stenographers.
9	Librarian	..	Not exceeding 25 years.	By direct recruitment	Bachelor's Degree from a recognised University. Candidate must have Diploma in Library Science with 3 years' experience.
10	Accountant	..	Ditto	Ditto	Bachelor of Commerce Degree from a recognised University, with 3 years' experience.
11	Head Assistant	..	..	By promotion from Upper Division Assistants and Cashiers.	At least 3 years' experience in the feeder post specified in column (4).
12	Store Keeper	..	Not exceeding 25 years.	By promotion from Office Superintendents. If none is found suitable for promotion, by direct recruitment.	(a) For promotion—At least 3 years' experience in the feeder post specified in column (4). (b) For direct recruitment—Bachelor of Commerce Degree from a recognised University, with experience in the store keeping.
13	Subedar	..	Not exceeding 40 years.	By direct recruitment or by transfer on deputation of a Subedar from Army, BDR, Police or Ansar Department.	For direct recruitment—Retired Army, BDR or Ansar Subedar.

1	2	3	4	5
14	Stenographer	...	As per rules prescribed by the Government in Notification No. SRO-109-L/78/SWIII/3-18-128, dated 16-5-1978.	..
15	Upper Division Assistant	...	As per rules prescribed by the Government in this behalf.	..
16	Stenotypist	...	As per rules prescribed by the Government in this behalf.	..
17	Lower Division Assistant-cum-Typist.	...	As per rules to be prescribed by the Government in this behalf.	..
18	Cashier	Not exceeding 27 years.	By promotion from Lower Division Assistants-cum-Typists and Record Keepers. If none is found suitable for promotion, by direct recruitment.	(a) <i>For promotion</i> —3 years' experience in the feeder post having knowledge in handling of cash and writing cash book.
				(b) <i>For direct recruitment</i> —Bachelor's Degree in Commerce from a recognised University.
				(c) Necessary security bond is to be executed by the promotee or direct recruit, under the rules.
19	Compounder	Not exceeding 27 years.	By direct recruitment	Secondary School Certificate from a recognised Board, with Diploma from a Para Medical Institute or Certificate of having passed Class VIII with a certificate in Compoundership with 5 years' experience.

20 Nurse	..	Not exceeding 27 years.	Ditto	..	Secondary School Certificate from a recognised Board with Diploma from a Para Medical Institute or Certificate of having passed Class VII with a Certificate in Nursing having 5 years' experience.
21 Havilder	..	Not exceeding 40 years.	By transfer on deputation of a Havilder from Army, BDR, Police; OR By direct recruitment.	..	For direct recruitment.—Retired Army, BDR or Ansar Havilder.
22 Driver	..	Not exceeding 25 years, relaxable up to 30 years for departmental candidates.	By direct recruitment	..	(i) Certificate of having read up to Class VIII. (ii) Holder of a Driving Licence with 3 years' experience.
23 Record Keeper	..	Not exceeding 25 years.	(i) 80% by direct recruitment (ii) 20% by promotion of Daftry and M.L.S.S. If suitable Daftry or M.L.S.S. are not available for promotion, the vacancy should be filled up by direct recruitment.	..	(a) For direct recruitment—Higher Secondary Certificate from a recognised Board, with experience in the record keeping. (b) For promotion—Higher Secondary Certificate from a recognised Board, with 5 years' of service in the feeder post.
24 Pump Operator	..	Not exceeding 25 years.	By direct recruitment	..	S.S.C./Class VIII having 3 years' experience in the line.
25 Armourer	..	Not exceeding 40 years.	By transfer on deputation of an Armourer from Army, Bangladesh Rifles, Police or Ansar or by direct recruitment.	..	For direct recruitment—Retired Army, Bangladesh Rifles and Ansars Armourer.

1	2	3	4	5
26	Lineman Electrician	Not exceeding 25 years.	By direct recruitment	Secondary School Certificate or certificate of having passed Class-VIII with licence as Electrician with 3 years' experience.
27	Duplicating Machine Operator.	Not exceeding 25 years, relaxable up to 30 years for departmental candidates.	By promotion from amongst MLSS, if none is found suitable for promotion, by direct recruitment.	<i>For promotion.</i> —At least 3 years' experience in the feeder post. <i>For direct recruitment.</i> —Secondary School Certificate with experience in operating Duplicating Machine.
28	Jamadar	..	By transfer on deputation of Havildar or Naik (Customs and Excise) from the Customs and Excise Collectories.	
29	Mechanic	Not exceeding 27 years.	By direct recruitment	Secondary School Certificate or certificate of having passed Class VIII with 3 years' experience as Auto-mechanic.
30	Project Operator	Not exceeding 25 years.	By direct recruitment	Secondary School Certificate or certificate of having passed Class VIII with experience in Operating Projector, Public Address System and other electrical apparatus.
31	Sepoy (Customs and Excise).	..	By transfer on deputation of Sepoy (Customs and Excise) from the Customs and Excise Collectories.	..



52	Daftary	..	By promotion from amongst the MLSS on the basis of seniority-cum-fitness. If none is found suitable for promotion, by direct recruitment.	For promotion.—At least 3 years' experience in the feeder post with knowledge of book binding.
33	Cook	Not exceeding 25 years.	By direct recruitment	For direct recruitment.—Certificate of having passed Class VIII with knowledge of book binding.
34	M.L.S.S.	Ditto	Ditto	Certificate of having passed Class V.
35	Sweeper	Ditto	Ditto	
36	Mali	Ditto	Ditto	

By order of the President  
 S. B. CHAUDHURI  
 Secretary.

## NOTIFICATION

Dhaka, the 5th December, 1984

No. S.R.O. 536-L/84.—In pursuance of the Proclamation of the 24th day of March, 1982, and in exercise of all powers enabling him in that behalf, the President, is pleased to make the following rules, namely:—

THE COLLECTORATE OF CUSTOMS AND EXCISE (APPEAL)  
(EMPLOYEES) RECRUITMENT RULES, 1984.

1. **Short title.**—(1) These rules may be called as The Collectorate of Customs and Excise (Appeal) (Employees) Recruitment Rules, 1984.

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

- (a) "Appeal Collectorate" means Collectorate of Customs and Excise (Appeal), located in Dhaka or Chittagong;
- (b) "appointing authority" means the Government and includes, any officer authorised by the Government to make appointment to a specified post;
- (c) "Commission" means the Bangladesh Public Service Commission;
- (d) "departmental candidate" means a candidate who is already an employee in a department headed by a Collector of Customs and Excise;
- (e) "probationer" means a person appointed on probation to a specified post;
- (f) "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;
- (g) "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;
- (h) "requisite qualification", in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (i) "Schedule" means the Schedule annexed to these rules;
- (j) "Selection Committee" means the Committee constituted with the approval of the Government for the purpose of selecting candidates for direct recruitment to a specified post; and
- (k) "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 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 the Bangladesh Public Service Commission (Consultation) Regulation, 1979, appointment to a specified post by direct recruitment shall be made on the recommendation of the Selection Committee.

(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;
- (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 officer authorised by the Government in this behalf or by a Medical Board set up for the purpose by Directorate 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 him 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 appointing authority 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 from a post of lower class 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 record of service.

**6. Probation.**—(1) A person 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 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 the conduct and work of the probationer 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 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, prescribe by order.

## SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Superintendent of Customs and Excise.	...	By transfer on deputation of Superintendent, Customs and Excise from the Collectorates of Customs and Excise.	...
2	Principal Appraiser	...	By transfer on deputation of Principal Appraiser from the Customs Collectorates.	...
3	Office Superintendent	...	By promotion from Upper Division Assistants (Head Assistants) and Stenographers.	<i>For promotion.</i> —At least 3 years' experience as Upper Division Assistants (Head Assistants) or at least 4 years' service as Stenographer.
4	Upper Division Assistant (Head Assistant).	...	By promotion from Upper Division Assistants. If none is found suitable for promotion, by deputation of an Upper Division Assistant (Head Assistant)/Head Assistant from the Collectorates of Customs and Excise.	<i>For promotion.</i> —At least 3 years' service in a feeder post.
5	Stenographer (Personal Assistant).	...	As per Recruitment Rules prescribed by the Government in this behalf.	...

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
6	Upper Division Assistant	...	As per Recruitment Rules prescribed by the Government in this behalf.	...
7	Stenotypist	...	As per Recruitment Rules prescribed by the Government in this behalf.	...
8	Typist-cum-Lower Division Assistant.	...	As per Recruitment Rules to be prescribed by the Government in this behalf.	...
9	Driver	Not exceeding 27 years, but relaxable up to 32 years for departmental candidates.	By direct recruitment	(i) Certificate of having read at least up to Class VIII. (ii) Holder of a Driving Licence with three years' experience of driving.
10	Naik (Customs)	...	By promotion of Sepoys (Customs) on the basis of seniority-cum-fitness or by transfer on deputation from the Collectrates of Customs and Excise.	<i>For promotion.</i> —At least 5 years' service in the grade of Sepoy (Customs).
11	Sepoy (Customs)	Between 18 and 27 years.	By direct recruitment or by transfer on deputation from the Collectrates of Customs and Excise.	<i>For direct recruitment.</i> —Secondary School Certificate from a recognised Board with height 5'-4", chest 30"-32".

12 Duplicating Machine Operator.	Between 18 and 27 years.	By direct recruitment or by transfer on deputation from the Customs and Excise Department.	<i>For direct recruitment.</i> —Secondary School Certificate from a recognised Board with experience in operating duplicating machine.
13 Daftry	Ditto	By promotion from Darwan and Notice Server on the basis of seniority-cum-fitness.	3 years' experience in the feeder post.
14 Notice Server	Not exceeding 27 years.	By direct recruitment	Certificate of having passed Class V.
15 Security (Guard)	Not exceeding 27 years.	By direct recruitment	Certificate of having passed Class V.
16 Record Keeper	Not exceeding 27 years, relaxable up to 32 years for departmental candidates.	(i) 80% by direct recruitment (ii) 20% by promotion from Sepoys (Customs) and Nail (Customs). If none is found suitable, by direct recruitment.	(i) <i>For direct recruitment.</i> —Higher Secondary Certificate from a recognised Board. (ii) <i>For promotion.</i> —Higher Secondary Certificate from a recognised Board with 3 years' service in the grade of Sepoy (Customs) or Naik (Customs).
17 Cashier	—	By promotion from Typist-cum-Lower Division Assistant and Record Keepers. If none is found suitable, by direct recruitment.	(a) <i>For promotion.</i> —3 years' experience in the feeder post with knowledge of handling cash and writing Cash Book. (b) <i>For direct recruitment.</i> —Bachelor's degree in Commerce from a recognised university. (c) Necessary Security bond is to be executed by the promotee or direct recruits as per Government Rules.

1	2	3	4	5
18	Darwan	Not exceeding 27 years.	By direct recruitment	Certificate of having passed Class V.
19	Sweeper	Ditto	By direct recruitment	Certificate of having passed Class V.

By order of the President

S. B. CHAUDHURI

*Secretary.*