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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
MINISTRY OF RELIGIOUS AFFAIRS

NOTIFICATION

Dhaka, the 11th April 1985

No. S. R. O. 169-L/85.—In pursuance of the Proclamation of 24th March, 1982, and in exercise of all powers enabling him that behalf, the President, after consultation with the Bangladesh Public Service Commission, is pleased to make the following rules, namely:—

THE PORT HAJJ OFFICE, CHITTAGONG (OFFICERS AND STAFF)  
RECRUITMENT RULES, 1985.

1. **Short title.**—These rules may be called The Port Hajj Office, Chittagong (Officers and Staff) 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, 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 ;

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(2701)

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- (e) "requisite qualification" in relation to a specified post, means the qualification laid down in the Schedule in relation to the 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 and instruction 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:

Provided that the requisite qualification and upper limit of age as laid down in the Schedule will be relaxable in the case of a person who has already been holding the functional 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;
- (b) is married to, or has entered into a promise of a 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 or Medical Officer appointed for the purpose by the Director General 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 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 competent 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 a 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. 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, 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 by order.

## SCHEDULE

Sl. No.	Name of specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	Port Hajj Officer	Between 30—40 years, relaxable for Government servant.	(i) By promotion of Assistant Port Hajj Officer.  OR By transfer on deputation of a Government Officer of equivalent rank and status.  (ii) If no suitable person is available for promotion or deputation, by direct recruitment.	(i) For promotion: 10 years' service in the feeder post.  (ii) For direct recruitment: First Class Master's Degree or Second Class Master's Degree with Second Class Honours from any recognised University with experience in executive and administrative work for (seven) years. Knowledge of Hajj Work will be considered as an additional qualification.
2	Assistant Port Hajj Officer	Maximum 35 years, relaxable up to 40 years for Government servant.	(i) By promotion from amongst the Head Assistant/Accountant/Cashier/Upper Division Assistant.  (ii) If no suitable person is available for promotion, by direct recruitment.	(i) For promotion: 5 years' service in a feeder post or posts specified in column 4.  (ii) For direct recruitment: At least Second Class/Division Bachelor's Degree from any recognised University with 5 (Five) years' experience in executive and administrative work.

*N.B.* :—Only male candidates are eligible for appointment to the Post of Port Hajj Officer and Assistant Port Hajj Officer.

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| 3 | Head Asstt./Accountant/<br>Cashier.                       | Between 22—27 years<br>(relaxable for Govern-<br>ment servant).                                       | (i) By promotion from amongst<br>the Lower Division Assit-<br>cum-Typist.<br><br>(ii) If no suitable candidate is<br>available for promotion, by<br>direct recruitment. | (i) <i>For promotion</i> : 5 years'<br>service in the feeder post.<br><br>(ii) <i>For direct recruitment</i> : Ba-<br>chelor's Degree from any<br>recognised University with<br>3 (three) years' experience in<br>the line.                                       |
| 4 | Upper Division Assistant                                  | As per rules prescribed by the Government   |   |   |
| 5 | Lower Division Assistant-<br>cum-Typist.                  | Ditto   |   |   |
| 6 | Microphone Operator<br>(Seasonal post for 3 mon-<br>ths). | Maximum 25 years, the<br>upper limit of age is<br>relaxable up to 40 years<br>for Government servant. | (i) By promotion from amongst<br>the Daftari/MLSS/Chow-<br>kiders.<br><br>(ii) By direct recruitment, if<br>no suitable person is avail-<br>able for promotion.         | (i) <i>For promotion</i> : 5 years'<br>service in the feeder post<br>with requisite qualification.<br><br>(ii) <i>For direct recruitment</i> : S.S.C.<br>Preference will be given to a<br>candidate having experience<br>in announcement.                         |
| 7 | Duplicating<br>Operator.                                  | Ditto   | (i) By promotion from<br>amongst the Daftari/MLSS/<br>Chowkider.<br><br>(ii) If no suitable person is<br>available for promotion, by<br>direct recruitment.             | (i) <i>For promotion</i> : 5 years'<br>service in the feeder post<br>with experience in operating<br>Duplicating Machine.<br><br>(ii) <i>For direct recruitment</i> : Read<br>up to Class VIII with 5 years'<br>experience in operating Dupli-<br>cating Machine. |

1	2	3	4	5
8	Daftari	..	By promotion from amongst the M.L.S.S./Chowkider.	For promotion: 5 years' service in the feeder post.
9	M. L. S. S.	Between 18—25 years	By direct recruitmsnt	Read up to Class VIII, experience in cycling of Bi-cycle will be considered as additional qualification.
10	Chowkider	Ditto	Ditto	Read up to Class VIII.
11	Sweeper	Ditto	Ditto	Read up to Class V or a member of the sweepers community.
12	Mali	Ditto	Ditto	Read up to Class VIII with experience in gardening.

By order of the President

M. A. RASHID  
Secretary.