

7. THE MINISTERIAL AND SUBORDINATE
EMOLOYEES (CUSTOMS AND EXCISE
COLLECTORATES) RECRUITMENT RULES, 1984

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF FINANCE
Internal Resources Division
NOTIFICATION

Dhaka, the 22nd December, 1984

No. S.R.O. 577-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 MINISTERIAL AND SUBORDINATE EMPLOYEES (CUSTOMS AND
EXCISE COLLECTORATES) RECRUITMENT RULES, 1984

1. **Short title.**—These rules may be called The Ministerial and Subordinate Employees (Customs and Excise Collectorates) 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 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) “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;

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- (d) "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 the purpose of these rules;
- (e) "Schedule" means the Schedule annexed to these rules;
- (f) "specified post" means a post specified in the Schedule;
- (g) "Customs and Excise Collectorate" means departments under the charge of Collectors of Customs and Excise and the Collector of Customs, Chittagong and Chalna; and
- (h) "Selection Committee" means the Committee constituted for selecting candidates for direct recruitment.

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 qualifications prescribed in the Schedule 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 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:

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 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 an authorised Medical Officer, to be medically fit for such appointment and that he does not suffer from any organic defects 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 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) Subject to any general or special order made by the Government the age limit for direct recruitment shall be as specified in the Schedule.

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) 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 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 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 training as the Board may direct.

SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification.
1	2	3	4	5
1	Office Superintendent	..	80% by promotion from Head Assistants, Upper Division Assistants (Head Assistant) and 20% from Stenographers of the concerned Collectorate.	2 years of service as Head Assistant and Upper Division Assistant (Head Assistant) or 5 years of service as Stenographer.
2	Head Assistant and Upper Division Assistant (Head Assistant).	..	By promotion from Upper Division Assistants and Cashiers.	3 years' service in the feeder post specified in column-4.
3	Stenographer	..	As per rules prescribed by the Government in Notification No. SRO-109-L/78/ED/SWIII/3-18/78-128, dated 16-5-1978.	
4	Stenotypist	..	Ditto	
5	Upper Division Assistant	..		As per order No. Estt./EA-I/S-23/72/128(250), dated 12-10-1972.
6	Cashier	Maximum 25 years	(i) 50% by promotion from Lower Division Assistant-cum-Typist and Typist-cum-Lower Division Assistant on the basis of seniority-cum-fitness.	(a) For promotion—5 years' service in the feeder post.

	(ii) 50% by direct redruitment	(b) <i>For direct recruitment</i> —Bachelor's Degree preferably in Commerce from a recognised University.
		(c) Necessary security is to be given as per rules.
7	Lower Division Assistant-cum-Typist/Typist-cum-Lower Division Assistant.	..
8	Treasurer	..
		By promotion from Accountant, Head Assistants and Upper Division Assistants (Head Assistant).
		3 years' experience in the feeder post or posts specified in column-4.
		The incumbent shall be required to furnish personal security or Cash security as fidelity bond as required as per Cash and Accounts Manual of Customs.
9	Telephone Supervisor	..
		By promotion from Telephone and Teleprinter Operator.
10	Telephone Operator	Maximum 25 years
		By direct recruitment
11	Teleprinter Operator	Ditto
12	Accountant	..
		By promotion from Cashiers
13	Draftsman	Maximum 25 years
		By direct recruitment
		Higher Secondary Certificate from a recognised Board with 3 years' experience in the line.
		Ditto.
		3 years' experience in the feeder post.
		Secondary School Certificate from a recognised Board with Diploma in Draftsmanship from an Institute recognised by the Government.

1	2	3	4	5
14	Motor Car Driver and Driver.	Maximum 25 years, relaxable up to 32 years for the departmental candidates.	By direct recruitment	Read up to Class VIII and having driving licence with 3 years' experience.
15	Electrician	Maximum 25 years	By direct recruitment	Secondary School Certificate from a recognised Board with Trade or vocational certificate from an Institute recognised by the Government.
16	Daftary	..	By promotion from M.L.S.S. on the basis of seniority-cum-fitness.	3 years' experience in the feeder post or posts specified in column-4.
17	Plain Paper Copier Machine Operator.	Maximum 25 years	By direct recruitment	Secondary School Certificate from a recognised Board with at least 2 years' experience in operating Plain Paper Copier Machine.
18	Duplicating Machine Operator, Gastetner Operator and Machine Operator.	Maximum 25 years	By direct recruitment	Secondary School Certificate from a recognised Board with 2 years' experience in operating Duplicating Machine or Gastetner Machine.
19	Carpenter	Maximum 25 years	By direct recruitment	Secondary School Certificate from a recognised Board or passed Class-VIII with 5 years' experience in the line.

20 Record Supplier	Maximum 25 years, relaxable up to 32 years in the case of departmental candidates.	(i) 50% by direct recruitment (ii) 50% by promotion from M.L.S.S., if no candidate is found suitable for promotion, by direct recruitment.	(i) For direct recruitment : Secondary School Certificate from a recognised Board with 3 years' experience as M.L.S.S. (ii) For promotion : 3 years' experience in the feeder post or posts specified in column-4.
21 M.L.S.S.	Maximum 25 years	By direct recruitment	Read up to Class VIII.
22 Guard	Ditto	Ditto	Ditto.
23 Gardener	Ditto	Ditto	Ditto.
24 Sweeper	Ditto	Ditto	Read up to Class VIII or professional Sweeper.
25 Mali	Ditto	Ditto	Read up to Class VIII.

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