

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions
- Post:** Principal Social Security Officer
- Salary:** Rs 22,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250 (23 49 60)
- Effective Date:** 1 July 2009
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Social Security Officer who –
- (i) reckon at least two years' service in a substantive capacity in the grade; and
 - (ii) possess a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- Duties:**
1. To be responsible to the Assistant Commissioner, Social Security for the day-to-day running of the section/branch or local offices under his supervision.
 2. To assist the Assistant Commissioner, Social Security in the performance of his duties.
 3. To ensure the implementation of appropriate legislations relating to Social Security and Social Aid and the Residential Care Homes Act and the Protection of Elderly Persons Act.
 4. To organise and supervise relief measures in emergencies including fire, flood, cyclone, landslide, and other natural calamities.
 5. To deal with representations.
 6. To adjudicate on claims or authorise adjudication on claims, where necessary.
 7. To assist in the organisation of and to undertake training of staff.
 8. To perform prosecution duties.

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for Senior Chief Executive
Ministry of Civil Service and
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9. To perform all IT activities directly or indirectly related to his job.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Principal Social Security Officers in the roles ascribed to them.

Note

Principal Social Security Officers may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays and officially declared cyclone days.



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