

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

Ministry: Social Security, National Solidarity, and Environment and Sustainable Development (Social Security and National Solidarity Division)

Post: Social Security Attendant

Salary: Rs 11,200 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,200 (24 016 043)

Effective Date: 25 July 2019

Qualifications: A. By selection from among –
(i) employees on the permanent and pensionable establishment of the Ministry who possess the Certificate of Primary Education.

AND

(ii) candidates who possess the Certificate of Primary Education and who reckon an aggregate of at least one year's experience in messengerial duties in local Social Security Offices and Elderly Day Care Centres.

B. Candidates should –

- (i) possess qualities such as reliability and trustworthiness; and
(ii) have a positive attitude towards work and be able to get on well with people.

NOTE

In the absence of candidates at A (i) above possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

Candidates should produce written evidence of experience claimed.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

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Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
5. To clean, among other offices, premises and maintain the physical environment at a good standard.
6. To ensure that all switches/lights are turned off before leaving office.
7. To attend to calls.
8. To watch premises during business hours.
9. 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 the Social Security Attendant in the roles ascribed to him.



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