SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Agriculture, Fisheries and Co-operatives
Post: Agricultural Confidential Secretary
Salary: Rs 4,750 x 125 - 5,000 x 150 - 5,600 x 200 -
7,000 x 250 - 7,500 (GSS 3)
Rs 7,250 x 250 - 8,750 (GSS 3A) (Personal)
Effective Date: 24 September, 1997
Qualifications: Candidates should
(a) possess a Cambridge School Certificate
with credit in English Language and
French on a single certificate or an
equivalent qualification acceptable to
the Public Service Commission;
(b) be able to type efficiently at a speed
of at least 30 words a minute;
(c) (i) be fluent in English and French;
(ii) show qualities of trustworthiness,
discretion, maturity, tact and
initiative;
(iii) be capable of dealing efficiently
with members of the public; and
(iv) have a pleasant personality.
Possession of a certificate in English
 shorthand at a speed of 90 words a minute
will be an advantage.

NOTE:
For the first intake consideration will be
given to redundant employees of TEAFAC
holding appointment as Senior Confidential
Assistant, although they may not possess the
qualifications at (a) above.

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CERTIFIED CORRECT

[Signature]

for Permanent Secretary

Date: 27 September 1997
Duties:

(1) To take down dictation, to transcribe and type, to arrange appointments and deal with enquiries.

(2) To perform typing/word processing, simple computer/data processing operations and telex duties.

(3) To operate photcopying machines.

(4) To understudy and stand in for the officer in charge of Confidential Registry when he/she is absent or whenever required to do so.

(5) To perform such cognate duties as may be assigned.

NOTE:

The officers will be expected to comply with the working hours of the Agricultural/Work Station to which they are posted.