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

Department: Civil Aviation
Post: Telephone Supervisor
Salary: Rs 5,300 x 150 - 5,600 x 200 - 6,400
       (Tel 3A)
Effective Date: 24 April, 1997
Qualification: By promotion, on the basis of experience and merit, of officers in the grade of
               Telephonist in the Department who reckon at least five years service in a substantive capacity
               in the grade and who have good organising and supervisory skills.
Duties:
1. To organise and supervise the work of a group of Telephonists.
2. To prepare shift/roster of Telephonists.
3. To perform duties of Telephonist as and when required.
4. To organise and implement regular training programmes.
5. To ensure that telephone equipment are in good working conditions and to liaise with appropriate bodies for repairs and maintenance.
6. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

[Signature]
for Permanent Secretary

24 APR 1997