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

Ministry: Labour, Industrial Relations and Employment

Post: Chief Registrar of Associations

Salary: Rs 42,500 (18 00 78)

Effective Date: 08 April 2005

Qualifications: By selection from among law practitioners of not less than five years' standing

who –

(i) are familiar with legislations relating to trade unions, registered associations and superannuation funds;

(ii) have a strong personality and a marked ability to exercise the statutory powers of supervision and enforcement in respect of registered associations, trade unions and superannuation funds;

(iii) possess sound administrative ability and excellent communication and interpersonal skills; and

(iv) are able to lead and manage effectively a team of officers.

Duties:

1. To advise the Ministry on –

   (i) the provisions of legislations relating to trade unions, registered associations and superannuation funds;

   (ii) the formulation, review and updating of those legislations and other related legislations, as appropriate; and

   (iii) the development of effective policies with respect to the registration of associations, trade unions and superannuation funds.

2. To be responsible to the head of the Ministry for –

   (a) the efficient management of the Registry of Associations;

   (b) the administration of legislations relating to trade unions, registered associations and superannuation funds;

   (c) the examination and interpretation of the rules of associations, trade unions and superannuation funds and relevant legislations, and giving such advice and assistance as may be necessary to the organisations concerned;

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for Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms

Date 08 APR 2005
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(d) the implementation and enforcement of legislations relating to
trade unions, registered associations and superannuation funds,
including –

(i) the arbitration of disputes arising from the administration
of such legislations;

(ii) the holding of inquiries into the affairs and conduct of
associations;

(iii) the checking and auditing of accounts of trade unions and
registered associations, and the assessment, exemption and
levying of any annual contributions payable by registered
associations; and

(iv) attending court in connection with criminal and civil
matters, whenever required; and

(e) the conception, organisation and supervision of training
programmes for the staff of the Registry of Associations and for
office bearers of registered associations.

3. To perform such cognate duties as may be assigned

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[Signature]

for Senior Chief Executive
Ministry of Civil Service Affairs and
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