



Ministry of Civil Service Affairs and Administrative Reforms

15 February 2005

Ministry of Civil Service Affairs and Administrative Reforms
Circular letter No 6 of 2005
E/152/59/01/01


From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms
To: Supervising Officers in Charge of Ministries/Departments

Vacancies in Parastatal Organisations

I should be grateful if Heads of Parastatal Organisations falling under the aegis of your Ministry could be requested, as matter of urgency, to state the number of posts and the number of vacancies, if any, in respect of the grades mentioned hereunder-

- (i) Executive Officer
- (ii) Executive Assistant
- (iii) Accounts Officer
- (iv) Clerical Officer
- (v) Clerk
- (vi) Receptionist/ Word/Processing Operator
- (vii) Word Processing Operator
- (viii) Driver
- (ix) Attendant/ Driver
- (x) Office Attendant
- (xi) Handyman

2. The information should be transmitted to this Ministry by Friday 18th February 2005.
3. Your co-operation in this matter would be appreciated.


(K. Ponnusamy)
Senior Chief Executive