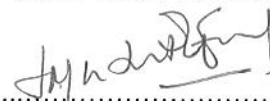


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Finance and Economic Development (Assessment Review Committee)
- Post:** Secretary, Assessment Review Committee
- Salary:** Rs 28,000 x 1,000 – 34,000 (01 64 70)
- Effective Date:** 8 February 2005
- Qualifications:** By selection from among serving officers in the Revenue Departments drawing a basic salary of not less than Rs 26,400 a month in their substantive post and who –
- (a) have a good knowledge of revenue laws and fiscal administration; and
 - (b) have good administrative and organisational ability.
- Possession of a Diploma or professional qualification in Accountancy, Economics, Finance, Law, Administration, Management or Taxation is desirable.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To act as Secretary to the Assessment Review Committee.
 2. To receive and process representations made to the Committee, convene aggrieved persons before the Committee and communicate to such persons as well as to the Heads of the Revenue Departments the decision of the Committee.
 3. To arrange for such administrative and secretarial or other assistance as the Committee may require.
 4. To assist the Committee in the discharge of its functions.
 5. To assist the Chairperson in the preparation of the periodical reports to be submitted to the Financial Secretary.
 6. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT



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

Date..... 08 FEB 2005

