

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

Ministry: Prime Minister's Office (Forensic Science Laboratory)
Post: Forensic Support Officer
Salary: Rs 14,600 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –
21,950 x 625 – 23,200 x 775 – 31,725 (19 029 062)
Effective Date: 08 April 2021

Qualifications: A. A Cambridge Higher School Certificate with passes at "Principal Level" in Chemistry and Biology or Physics obtained on one certificate or Passes in Chemistry and Biology or Physics obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.
B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible to the Chief Forensic Technologist for the day-to-day running of the Forensic Science Laboratory (FSL) Liaison Service.
2. To open and to close the FSL Liaison Service Desk and to ensure the controlled movement of access keys.
3. To take custody of exhibit/s from customers and FSL Police Post after verification that they meet set criteria for packaging, sealing, labelling, and request form to be properly filled in and examination requested clearly indicated.
4. To register accurately the exhibit/s on the Laboratory Information Management System as well as sample registers.
5. To ensure –
 - (i) appropriate storage conditions of exhibit/s at all times;
 - (ii) that the proper handling and storage/custody of exhibit/s are done under appropriate conditions;

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CERTIFIED CORRECT

S. Chundusing
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S. Chundusing (Mrs)
for Secretary for Public Service

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- (iii) the proper channeling of requests and controlled movement (chain of custody) of exhibit/s within the laboratory;
 - (iv) proper document control for storage and despatch of Forensic Examination reports;
 - (v) the release of exhibit/s and reports to customers under set criteria;
 - (vi) the implementation and maintenance of quality assurance and quality control; and
 - (vii) that all instructions for regulating the movement of exhibit/s, reports and case related correspondence at the Forensic Science Laboratory are strictly adhered to.
6. To ensure and maintain strict confidentiality regarding the movement of incoming and outgoing case related correspondence.
 7. To identify problems relating to exhibit/s, contamination or chain of custody, rectify if possible, and to bring to the attention of the Chief Forensic Scientist/s.
 8. To take adequate measures to ensure good housekeeping in the FSL Liaison Service Desk including the exhibit storage areas.
 9. To compile and provide cases with related statistics to the Chief Forensic Scientist/s and/or to the Director at an agreed interval.
 10. To produce and submit a daily electronic/manual report on the movement of exhibit/s (incoming and outgoing) to the Chief Forensic Technologist.
 11. To use ICT in the performance of his duties.
 12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Forensic Support Officer in the roles ascribed to him.

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