

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

- Ministry:** Housing and Lands
- Post:** Assistant Housing Officer
- Salary:** Rs 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 x 500 – 17,000 x 600 – 17,600 (08 24 50)
- Effective Date:** 12 January 2005
- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
- (c) An equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.

Note

Qualification at A above should have been obtained prior to qualification at B above.

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

Date 12 JAN 2005



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Duties:

1. To assist the Housing Officer in the management of public housing estates.
2. To check and report on the occupancy of houses and proper applications of conditions of sales and leases.
3. To assist in the processing of applications for transfers/sales/extensions of houses and renewals of state land leases.
4. To investigate into complaint cases and report thereon.
5. To compile details on infrastructural and other problems on public housing estates and assist the Housing Officer in preparing reports.
6. To assist in initiating legal action.
7. To be involved in Community Welfare Work in public housing estates.
8. To keep case history records for arrears and follow-up of arrears in revenue cards.
9. To post payments in revenue cards and prepare monthly returns.
10. To perform such cognate duties as may be assigned.

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*for Senior Chief Executive
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