

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

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Trade Information Officer
- Salary:** Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (08 29 49)
- Effective Date:** 9 February 2010
- Qualifications:** By selection from among serving officers who hold a substantive appointment and who –
- (a) are conversant with the operation of Trade Information Network or the Indian Ocean Commission Regional Data Processing Systems;
 - (b) are customer-oriented;
 - (c) have knowledge of modern trend in business; and
 - (d) have good communication skills and demonstrate the right attitude at work.
- Duties:**
1. To be responsible to the Director of Trade for –
 - (i) ensuring the smooth running of the information centre;
 - (ii) compiling trade related information such as tariffs, import/export statistics and procedures;
 - (iii) trade information input into the database of the division;
 - (iv) the maintenance of computer records relating to imports and exports;
 - (v) updating trade information;
 - (vi) maintaining contacts and liaising with other institutions for trade information;
 - (vii) communicating trade information to the local business community, upon request;
 - (viii) processing applications for export of items;

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

Date. 09 FEB 2010

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- (ix) updating the Trade Directory and ensuring that the latest updates are available in the Documentation Unit;
 - (x) cataloguing, classifying and indexing trade information books, guides, reports/periodicals and other official trade related documents;
 - (xi) searching, circulating and keeping record of articles from the local press related to trade;
 - (xii) assisting members of the public calling at the Information centre;
 - (xiii) liaising with public and private organisations regarding trade related documents published by them; and
 - (xiv) ensuring proper storage and retrieval of documents in the Section.
2. To use ICT in the performance of his duties.
3. 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 Trade Information Officers in the roles ascribed to them.



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A Heerasingh

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

Date..... **09 FEB 2010**