

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

Ministry: Labour, Human Resource Development and Training

Post: Deputy Registrar, Redundancy Board

Salary: Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 –
26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 –
44,800 (12 038 077)

Effective Date: 24 February 2022

Qualifications: A. By selection from among –

(a) serving officers who reckon at least three years' service in a substantive capacity in their respective grades and who possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

AND

(b) candidates who –

(i) possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) reckon at least three years' experience in registry work; and

(iii) are computer literate.

B. Candidates should –

(a) possess effective managerial skills;

(b) have the ability to organise and meet tight deadlines; and

(c) possess effective interpersonal and communication skills.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To assist in the effective and efficient management of the Redundancy Board.

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CERTIFIED CORRECT

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S. Chundusing
S. Chundusing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms
24 February 2022

Date.....

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Duties:

1. To assist the Registrar, Redundancy Board in the performance of his duties.
2. To receive and process cases and appeals, as and when required.
3. To prepare and issue Notice of Hearing, Summons Orders and similar processes.
4. To prepare minutes of Board proceedings, as and when required and take charge of Board records.
5. To classify and keep custody of office files and case records.
6. To tax witnesses' attendance documents, as and when required.
7. To ensure the proper handling and safeguarding of evidence and keep control of Exhibits produced before the Board.
8. To administer oath to witnesses and call cases before the Board.
9. To prepare cause lists and daily rolls.
10. To despatch Orders to parties.
11. To collect information, data and materials as may be required by the President of the Board and the Registrar, Redundancy Board.
12. To use ICT in the performance of his duties.
13. 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 Deputy Registrar, Redundancy Board in the roles ascribed to him.



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