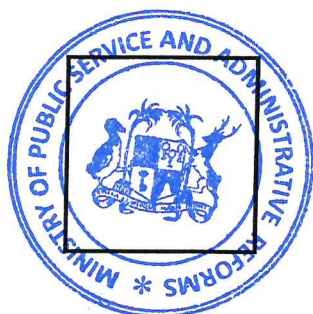


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Pay Research Bureau
- Post:** Principal Job Analyst
- Salary:** Rs 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500
(02 092 102)
- Effective Date:** 19 May 2025
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Job Analyst who reckon at least five years' service in a substantive capacity in the grade and who –
- (i) have sound organising and administrative abilities;
 - (ii) have the ability to meet tight deadlines and adapt to different work situations and conditions, including working under pressure/working online/working from home; and
 - (iii) have a high sense of responsibility and maturity.
- Role and Responsibilities:** Under the general direction of Directorate, to assume both technical and administrative responsibilities pertaining to and be accountable for major areas of the Bureau's operations.
- Duties:**
1. To assist the Deputy Directors generally in their duties.
 2. To carry out assignments in Ministries/Departments and organisations in connection with the determination of pay and grading structures and conditions of service.
 3. To conduct and participate in discussions with various persons and organisations, as necessary.
 4. To participate in the formulation of new policies and to study the advisability of their implementation.
 5. To produce draft reports on all issues related to the Bureau's functions, as and when necessary.
 6. To attend and depose in Courts/Tribunals/Commissions on behalf of the Bureau in connection with cases lodged by stakeholders.
 7. To plan, organise, monitor and evaluate the work of subordinate staff.

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Senior Chief Executive
Ministry of Public Service and
Administrative Reforms

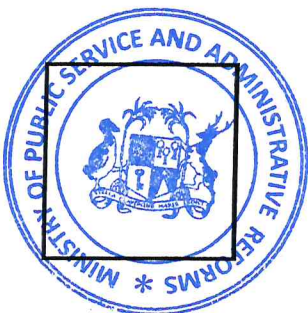
19 May 2025

Date.....

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

-2-

8. To identify areas of research.
9. To use ICT in the performance of his duties.
10. 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 Principal Job Analyst in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
*for Senior Chief Executive
Ministry of Public Service and
Administrative Reforms*

19 May 2025

Date.....