

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

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**Department:** Pay Research Bureau

**Post:** Secretary, Pay Research Bureau

**Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775  
(02 49 75)

**Effective Date:** 11 September 2014

**Qualifications:** A. By selection from among serving officers who hold a substantive appointment and who possess –

(i) a degree in Human Resource Management or Public Administration and Management from a recognised institution

or

(ii) the Final Stage of the Institute of Chartered Secretaries and Administrators (ICSA)

OR

An equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon wide experience in Public Service Administration and be conversant with the Pay and Remuneration Systems;
- (ii) possess leadership qualities;
- (iii) possess good interpersonal and communication skills;
- (iv) have good judgment and initiative; and
- (v) have qualities of discretion and integrity.

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

11 September 2014

Date.....

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-2-

**Role and**

**Responsibilities:**

To provide administrative support to the Bureau and to be responsible for implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Pay Research Bureau.

**Duties:**

1. To perform general administrative duties.
2. To be responsible, under the supervision of the Director or any designated officer, for the different areas of operations falling within the ambit of the Bureau.
3. To liaise with different organisations with a view to collecting information required by the technical staff.
4. To assist the technical staff in their research work.
5. To assess the adequacy of materials for timely publication of Reports.
6. To organise and co-ordinate activities relating to publication of Reports.
7. To keep in safe custody job descriptions and to ensure their proper classification and easy retrieval.
8. To act as Secretary of meetings/committees.
9. To act as Public Relations Officer.
10. To use ICT in the performance of his duties.
11. 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 Secretary, Pay Research Bureau in the roles ascribed to him.



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*for Senior Chief Executive  
Ministry of Civil Service and  
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**Date.....**