


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

- Department:** Registrar-General
- Post:** Registration Officer/Senior Registration Officer
- Salary:** Rs 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 34,350 (18 034 065)
- Effective Date:** 3 January 2017
- Qualifications:** A. By selection from among –
- (a) serving officers who hold a substantive appointment and who possess –
    - (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
    - (ii) a Certificate in Information Technology from a recognised institution
- AND
- (b) candidates who possess –
    - (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
    - (ii) a Certificate in Information Technology from a recognised institution
- OR
- Equivalent qualifications to (a) (i), (a) (ii), (b) (i) and (b) (ii) above acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication and interpersonal skills;
  - (ii) be able to work in a team; and
  - (iii) be able to meet deadlines.

/2...



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

3 January 2017

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

**Duties:**

1. To assist Principal Registration Officer/Chief Registration Officers in the performance of their duties.
2. To prepare and process data to be fed into the computer system of the Department and to receive such data, as and when required.
3. To scan and upload documents in the computerised system and make appropriate data entry therein.
4. To collate inscribed and transcribed documents.
5. To sign registration certificates on documents or to digitally sign proof of registration.
6. To take down inscription of privilege on immovable property.
7. When posted in the Certified Copy Section –
  - (i) to levy appropriate fee and process requests/proceipe for certified copies of registered documents; and
  - (ii) to scan and print documents.
8. To verify notices and taxes generated by the computer.
9. To assist stakeholders and members of the public at the Help Desk and Call Centre.
10. To provide customer service for online submission of documents.
11. To produce certified copies of documents in court, as and when required.
12. To deliver documents at Counter.
13. To verify –
  - (i) data entries including marginal entries in Registers; and
  - (ii) that fees levied on registered documents have been correctly recorded on seal.

/3...

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-3-

14. To retrieve, both manually and electronically, copies of documents.
15. To correctly make entry of particulars in the Registration Certificate on registered documents including e-stamping on digital images.
16. To use ICT in the performance of his duties.
17. 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 Registration Officer/Senior Registration Officer in the roles ascribed to him.



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