

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

- Ministry:** Social Integration and Economic Empowerment
- Post:** Confidential Secretary (Ex-NESC)
- Salary:** Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (08 043 069)
- Effective Date:** 21 September 2017
- Qualifications:** By appointment of the Confidential Secretary on the establishment of the former National Economic and Social Council (NESC) who has been redeployed to the Ministry of Social Integration and Economic Empowerment.

**NOTE**

The Confidential Secretary (Ex-NESC) may be required to follow training, as and when required, to equip him to perform his task.

- Duties:**
1. To arrange appointments and deal with enquiries.
  2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
  3. To take messages and facilitate the process of communication between relevant stakeholders.
  4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
  5. To perform word processing and telex/fax duties and simple computer/data processing work and operate e-mail services.
  6. To keep track of important documents, papers and make them available expeditiously.
  7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
  8. To ensure that meetings are well organised and take place in time and appropriate information is available.

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*Bheer*

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

21 September 2017

Date.....



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9. 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 Confidential Secretary (Ex-NESC) in the roles ascribed to him.

**Note**

Confidential Secretary (Ex-NESC) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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*Sheeraj*  
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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
21 September 2017  
Date.....