

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

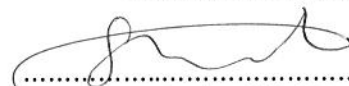
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- Ministry:** Social Security, National Solidarity and Reform Institutions
- Post:** Assistant Commissioner, Social Security
- Salary:** Rs 24,800 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 41,250 (23 53 68)
- Effective Date:** 28 April 2011
- Qualifications:** By selection from among –
- (a) officers in the grade of Principal Social Security Officer; and
  - (b) officers in the grade of Senior Social Security Officer who reckon at least six years' service in a substantive capacity in the grade and who possess –
    - Either
    - (i) a degree in Social Work or Sociology from a recognised institution.
    - Or
    - (ii) a diploma in Social Work together with a degree in Administration or Economics from a recognised institution.
    - OR
    - Equivalent qualifications to (b)(i) and b(ii) above acceptable to the Public Service Commission.
- Role and Responsibilities:** To assist in the implementation of policies pertaining to the Operational Units in line with the overall mission, vision and objectives of the Ministry.
- Duties:**
1. To be responsible for planning, organising, leading and controlling work in his branch/section/unit.
  2. To be the officer-in-charge of the Elderly Persons' Protection Unit.
  3. To assist the Commissioner, Social Security and the Deputy Commissioner, Social Security in the discharge of their duties.

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CERTIFIED CORRECT



for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

28 APR 2011

Date.....

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4. To co-ordinate and supervise relief measures in emergencies including fire, flood, cyclone, landslide and other natural calamities.
5. To organise and to undertake training of staff.
6. To ensure the proper implementation of the Protection of Elderly Persons Act and the Residential Care Homes Act.
7. To perform all IT activities directly or indirectly related to his job.
8. 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 Assistant Commissioners, Social Security in the roles ascribed to them.

**Note**

Assistant Commissioners, Social Security may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays and officially declared cyclone days.



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

Date..... **28 APR 2011** .....