

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

**Ministry:** Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions

**Post:** Senior Social Security Officer

**Salary:** Rs 17,800 x 600 – 23,200 x 800 – 26,400 (23 42 55)

**Effective Date:** 1 July 2009

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Higher Social Security Officer reckoning at least three years' service in a substantive capacity in the grade.

- Duties:**
1. To assist the Principal Social Security Officer in the performance of his duties and in dealing with complaints.
  2. To adjudicate on all claims and benefits in relation to social aid and other income-tested benefits under social assistance schemes, the National Pension Benefits and other social insurance benefits.
  3. To be responsible for the day-to-day running of the section/local offices under his control.
  4. To authorise the adjudication of all new claims in relation to National Pensions Benefits, National Savings Benefits and other social insurance benefits and generally to exercise control over and adjudicate claims for social assistance.
  5. To be responsible for all matters in connection with the collection of social security contributions generally and payment of benefits under social security legislation, including benefits under the National Savings Fund Act.
  6. To assist in the organisation and supervision of relief measures in emergencies including fire, flood, cyclone, landslide and other natural calamities.
  7. To authorise immediate payment (cash assistance) in emergency situations.
  8. To implement the provisions of the Protection of the Elderly Persons Act and the Residential Care Homes Act.
  9. To organise, supervise and monitor the work of subordinate staff.



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for Senior Chief Executive  
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10. To act as Liaison Officer to Local Advisory Committees on matters relating to social assistance.
11. To undertake training of staff, both on-the-job and at the Training Unit.
12. To conduct enquiries in connection with repatriation cases.
13. To perform all IT activities directly or indirectly related to his job.
14. 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 Senior Social Security Officers in the roles ascribed to them.

**Note**

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



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