

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

S 2500131

Ministry:

Housing, Lands and Town & Country Planning

Post:

Plans & Records Officer

Salary:

RS 3100 x 100 - 4000 x 125 - 5600 x 150 - 5600 x 200 - 6600 (WOR 4)
~~Rs 460 x 20 - 500 x 25 - 600 x 30 - 630 P.B.~~
~~690 x 30 - 870 (WOR 8)~~
~~Rs 2325 x 75 - 2700 x 100 - 4000 x 125 - 4250 (WOR 5)~~

Effective Date:

23rd March, 1979

Qualifications:

As a minimum the Cambridge School Certificate with credit in English, French and Mathematics or an alternative qualification acceptable to the Public Service Commission.

Proficiency in technical drawing, and fine penmanship will be an advantage.

Duties:

1. To keep plans, classify all fields books and to do relevant indexing.
2. To keep all land records up-to-date by making necessary amendments.
3. To see that expedition of all deeds drawn up by the Notary are received and classified.
4. To give assistance on request in the Cartographic Section.
5. To perform other cognate duties.