

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

Ministry: Finance (Central Information Systems Division)

Post: Manager
Rs 21,750 (CMP 20)

Salary: ~~Rs 13,700 (CMP 14 A)~~

Effective Date: 27th November, 1992

Qualifications: By selection among officers of the Central Information Systems Division in the grades of Assistant Manager and Technical Manager who:-

- (a) possess a degree in Computer Science or an equivalent qualification acceptable to the Public Service Commission;
- (b) have considerable organising skills, a high level of administrative ability and good communication skills both oral and written;
- (c) have good inter-personal skills and good understanding of user needs and be able to analyse situations, guide users and meet any contingent demands; and
- (d) have the ability to lead and manage a large team of staff members, inclusive of computer specialists and operations staff.

Note 1:

In the absence of qualified serving officers, by appointment of a candidate who in addition to the qualifications above possess a minimum of five years' experience in the field of computer.

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for Permanent Secretary

Date

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

- 2 -

Note 2:

For the first intake, by appointment of the Manager of the Central Informations Systems Division in post.

Duties:

1. To be responsible to the Director of the Central Informatics Bureau for:-
 - (a) the management of the Central Information Systems Division;
 - (b) the management of the Information Services Sections;
 - (c) the training and upgrading of skills of all the staff working in the Central Information Systems Division and the Information Services Section Units of Ministries/Departments;
 - (d) the effective liaison with officers/project managers of various Ministries/Departments for all support to be provided to their computerisation projects;
 - (e) the discipline and welfare of the personnel under his control;
 - (f) the efficient planning/scheduling of jobs and all resources under his control;

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

- 3 -

- (g) the planning and procurement of any additional resource needed in the Central Information Systems Division and the Information Services Section;
 - (h) preparation of budget for his Department.
2. To perform such cognate duties as may be assigned.



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for Permanent Secretary

Date
'27 NOV 1990