

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

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Ministry: Tourism and Leisure
Post: Tourism Enforcement Officer
Salary: Rs 10,600 x 400 – 15,000 x 500 – 17,000 x 600 – 18,800 (18 34 52)
Effective Date: 13 February 2004

Qualifications:

A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- C. A Diploma in Tourism Management or related field from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

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CERTIFIED CORRECT



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for Senior Chief Executive
Ministry of Civil Service Affairs and
Administrative Reforms
13 FEB 2004
Date

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D. Candidates should also have:

- (i) the aptitude for inspection and enforcement work; and
- (ii) good communication and interpersonal skills.

Note

Qualification at A above should have been obtained prior to qualification at B above.


Duties:

1. To inspect all tourism and tourism related activities and ensure compliance with existing laws, norms and standards.
2. To make enquiries, collect information and submit appropriate reports concerning tourism activities.
3. To prepare and publish code of practice for tourism activities.
4. To represent the Ministry on appropriate boards and committees in matters relating to tourism enforcement.
5. To attend to complaints by tourists.
6. To investigate complaints regarding tourism activities.
7. To enforce all laws and regulations relating to the tourism sector.
8. To perform prosecuting duties.
9. To be responsible for the safe keeping of exhibits.
10. To take necessary action for the purpose of obtaining the necessary authorisation from District Magistrates to search places and seize documents, as appropriate, in connection with tourism businesses.
11. To perform such cognate duties as may be assigned.

NOTE

Tourism Enforcement Officers will be required to work outside normal working hours including Sundays and Public Holidays.

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