

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

- Department:** Treasury
- Post:** Treasury Voucher Room Operator
- Salary:** Rs 11,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 (24 17 45)
- Effective Date:** 24 March 2015
- Qualifications:**
- A. By selection from among serving employees on the permanent and pensionable establishment who –
    - (i) possess the Certificate of Primary Education; and
    - (ii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.
  - B. Candidates should –
    - (i) have a sound knowledge in binding; and
    - (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To assist in the classification of payment vouchers.
  2. To help in the binding of payment vouchers.
  3. To assist in the retrieval of payment vouchers in the Voucher Room.
  4. To keep records of payment vouchers in Excel formats.
  5. To use ICT in the performance of his duties.
  6. 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 the Treasury Voucher Room Operator in the roles ascribed to him.

**CERTIFIED CORRECT**



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

24 March 2015

Date.....

