

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

- Ministry/Department:** Attorney-General's Office and Ministry of Justice and Human Rights  
(Environment Appeal Tribunal)
- Post:** Shorthand Writer
- Salary:** Rs 13,400 x 400 – 15,000 x 500 – 17,000 x 600 – 18,200 (08 41 51)
- Effective Date:** 7 July 2006
- Qualifications:**
- A. (a) Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
- (b) Passes not below Grade C in English Language and French 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 or
- (c) An equivalent qualification acceptable to the Public Service Commission.

**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 Certificate in English Shorthand of 120 words a minute and in French Shorthand of 100 words a minute from a recognised examining body.
- C. A Certificate in typewriting at a speed of at least 60 words a minute from a recognised institution.

**Note 1**

Senior Word Processing Operators and officers who hold a substantive appointment in the grade of Word Processing Operator will also be considered provided they possess the qualifications at B and C above.

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CERTIFIED CORRECT

*R. R. R.*

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

Date. **07 JUL 2006** .....

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**Note 2**

In the absence of candidates possessing a Certificate in typewriting at a speed of at least 60 words a minute, candidates possessing a Certificate in typewriting at a speed of less than 60 words but not less than 50 words a minute will be considered.

**Note 3**

In the absence of candidates possessing qualification at C or at "Note 2" above, candidates who can type efficiently at a speed of not less than 50 words a minute will be considered. They will be required to undergo a test as arranged by the Public Service Commission.

**Duties:**

1. To take down shorthand notes of debates, proceedings and meetings both in English and French and to transcribe them.
2. To give clerical, typing and secretarial assistance, as and when required.
3. To give training to Word Processing Operators, as and when required.
4. To perform such cognate duties as may be assigned.

**Note**

Shorthand Writers may be required to work at staggered hours, as and when required.



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