

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

- Department:** National Assembly
- Post:** Pre-Press Officer
- Salary:** Rs 12,000 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (16 28 49)
- Effective Date:** 21 November 2011
- Qualifications:** A. By selection from among serving officers who reckon at least four years' service in a substantive capacity and who possess –
- (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. Candidates should –
- (i) have a knowledge of Quark Xpress and Adobe Photoshop or any upgraded version;
 - (ii) be conversant with the latest development in pre-press and printing technologies; and
 - (iii) possess qualities such as reliability, trustworthiness and discretion.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
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Knowledge of parliamentary publishing practice and procedures is desirable.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible to the Hansard Editor for organising texts in connection with debates, bills, etc., and images into functional page layouts prior to the running of printing and lithographic jobs.
2. To manipulate data on a pre-press computer system to develop high quality, aesthetical output such as design of visiting cards, programmes, pamphlets, invitation cards, reports of Committees and letterheads and to ensure that they meet the required standards.
3. To operate various equipment, including desktop publishing software and scanners.
4. To be responsible for the organisation and safe keeping of all files used in the creation of a document, including artwork in the parliamentary ICT infrastructure.
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 Pre-Press Officer in the roles ascribed to him.

Note

Pre-Press Officers will be required to work at staggered hours.



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